General guide to referencing

2014 edition

From the Deputy Vice-Chancellor (Learning and Quality)

Many students find learning the unfamiliar nature of academic writing a challenging experience. The puzzling art of referencing is no exception, with its traditions and initially obscure formatting rules, referencing can seem to be an overwhelming and annoying requirement standing between you and submitting your assignment by the due date.

This guide has been written especially for you, new and returning Federation University Australia (FedUni) students, to demystify referencing and provide numerous practical examples of when and how referencing should be used in your writing at FedUni.

As you study, you'll come to understand that referencing is just a set of rules that you need to follow to adequately acknowledge the work and thinking of others in your assignments. These rules are important because they allow your teachers to decide whether you've demonstrated that you understand the topic at hand and show that you have completed the assignment yourself.

If you ignore the requirements to reference source materials in your assignment, your teacher may decide you have committed 'plagiarism'. This means you have failed to reference according to the rules and in doing so, not demonstrated that you have used the work of others in your work. Plagiarism is a very serious matter that can result in unpleasant consequences for your studies and career. So please take the time to understand the advice we have prepared for you in this guide.

Referencing is not just about following the rules; it also provides an elegant and powerful way to add weight to your arguments. Your opinions and conclusions will create more impact if they are supported by leading researchers and writers in your field. Continually improving these skills as you continue your studies will serve you well as you fulfill the requirements to earn your qualification and in your working life.

The guide is quite long, but necessarily so, because the range of sources available to students has never been greater. Traditional books and academic journals found in libraries are now complemented by numerous online resources from authoritative and more dubious sources. Each source needs to be acknowledged differently to make it clear where you found it and how seriously it should be taken by your teacher and other readers of your work.

You are not expected to read, remember and master this guide in one sitting. Use the Table of Contents to help guide your reading and jump quickly to the examples that will help you understand how to reference each particular source of information. This guide is a resource to read and consult each time you have to write an assignment so you can remind yourself about what you need to do.

I wish you every success in your studies at FedUni and encourage you to ask your teachers, librarians and others for help in mastering referencing techniques.

Professor Marcia Devlin, PhD
Deputy Vice-Chancellor (Learning and Quality)

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What you need to know about referencing

What is referencing?

Referencing (also known as citing) is the process of acknowledging that you have used someone else's ideas, theories, data or words in your writing. You do this by identifying the source.

Why do I need to do it?

Any piece of work submitted under your name should be your own work. When you use someone else's words or ideas, you need to acknowledge this. Not doing so is dishonest and may be a breach of copyright or plagiarism.

Acknowledging your sources helps to support your arguments and demonstrates that your ideas and conclusions are based on research. Also, by providing details of the source, you allow your reader to locate and follow-up the information or idea.

When do I need to do it?

You need to reference a source when you do any of the following in your writing:

- Paraphrase or summarise an idea, argument or analysis from another source
- Quote exact words from another source
- Copy or adapt a graph, image, diagram or table from another source
- Copy a procedure or method from another source
- Present factual information, data or results from another source

Sources **do not** need to be cited for **universally known facts, quotations or arguments**.

How do I do it?

Referencing is not difficult. All you need to do is identify each source in your writing at the point where you use it, then provide further identifying details at the end of your paper. This allows your reader to locate or follow-up the cited information, such as who created it, what it is called, who made it available and when.

This information is presented in a particular way depending on the referencing style used.

Which referencing style should I use?

There is no 'correct' referencing style. Different styles have been developed to suit the requirements and preferences of particular publishing houses or study disciplines. Each has its own set of rules concerned with what information to include, how it is presented, and in what order.

This guide covers three citation styles: APA, MLA and Chicago note. Your lecturer, tutor or class teacher will let you know which style you should use.

What if I break the rules?

Some students feel anxious about referencing because they are worried about the rules. Your teachers or lecturers will not fail you if you have left out a comma. They are more interested in seeing that you understand the concepts of referencing and apply these to produce acceptable references in the required style. Follow the instructions and examples and you will be fine.

What can I use as a source?

You can use anything as a source. It could be a film, a book, a map, an idea, a journal article, data, a theory, or an online post. The important thing is to acknowledge the source at the relevant point in your writing, and provide enough identifying detail that would allow your reader to locate it.

Are online sources cited differently?

Sources accessed online are cited using the same principles as other sources, with extra identifying information added—usually related to retrieval details.

A reference for an online source should include enough identifying details to indicate its likely credibility and allow it to be retrieved. See the section covering your style for specific examples.

How do I know if an online source is reliable?

Formal print publications generally undergo a process of evaluation, review and editing before release. However, material can be published online instantly by anyone with Internet access, with no particular level of ability or authority. While there is material online that is as authoritative as that in print, you still need to be discerning when using online content for reference sources.

To assess the value of online material as a source, consider the following questions.

- What is the purpose, intended audience, and motivation for creating the material?
- Who has control over the content: the site owner, or a third-party contributor?
- What is the authority and expertise of the site owner/host?
- How up-to-date is the material?
- How permanent is the material?

What is RefWorks?

RefWorks is an online bibliographic citation management tool subscribed to by Federation University Australia. Using RefWorks is not compulsory but lecturers or teachers may recommend you use it.

RefWorks allows you to create citations according to a particular style, as well as import, store and manage the citations. (Some citations may need to be edited manually to correct inconsistencies.)

RefWorks is web-based, so there is no software to download or update. Once you have created an account, you can access it via any Internet connection.

To learn how to create an account, visit the Library homepage.

Any last tips before I start?

Try these tips to save headaches down the track, and protect yourself from accidental plagiarism.

- As your read, note down the details of each source, particularly page numbers. This will save you time later when it comes to create your references.
- Write the source details on any photocopies or printouts so that you can identify them later.
- Be careful when copying and pasting so that you don't lose track of what is yours and what you have copied from somewhere else. Using different coloured highlighting or a different coloured font can help you tell the difference (and avoid accidentally including someone else's writing in your work).
- Record the source details carefully, particularly authors' names and publication dates. Reference data needs to be accurate if it is to be of any use.

Most importantly, don't worry if the idea of referencing seems overwhelming at first. It will get easier with each assignment you complete.

What you need to know about plagiarism

What is plagiarism?

Plagiarism is the act of passing off someone else's ideas or information as your own, such as:

- Copying words, data or ideas from another source without acknowledgement
- Paraphrasing (rephrasing another person's words) without acknowledgement
- Presenting work under your own name that has been written by someone else
- Collaborating with others on assignments that are meant to be undertaken individually

Why is plagiarism wrong?

Plagiarism is wrong for the following reasons:

- It is dishonest, because it involves the theft of another person's information or ideas.
- It is unfair to other students, because their work is graded against dishonest work.
- It is disrespectful to lecturers, tutors and teachers, because it is a betrayal of their trust.
- It is harmful to the reputation of the University and the qualifications it awards.

Are there any penalties for plagiarism?

Plagiarism is a breach of student discipline. It may incur a range of penalties including a reduction in marks, being given a fail grade, or referral to the University's Student Discipline Committee.

The University's policy on student plagiarism can be accessed via the University website. http://policy.federation.edu.au/learning_and_teaching/student_appeals/student_plagiarism/ch01.php.

How can I avoid plagiarism?

Avoiding plagiarism is simple when you follow these guidelines:

- Keep careful records of your sources when taking notes.
- Know when and how to reference your sources.
- Know how to paraphrase. Paraphrasing is presenting information or ideas from another source in your own words. A good way of doing this is to summarise the original in your own words, using dot points, and then compose from this summary.
- Introduce, discuss and acknowledge any quoted material.
- Take care when copying and pasting from online so you don't lose track of the source.
- Never include made-up data, quotes or sources in your work.
- Don't copy other students' work or ask anyone else to prepare work for you.
- Don't allow other students to copy your work or help them to copy the work of others.
- Do use a text-checking service such as Turnitin (see below).

What is Turnitin?

Turnitin is an Internet-based plagiarism-detection service that allows you to self-check your assignments to ensure all non-original material has been cited. Turnitin is made available to Federation University Australia students and staff as a service to promote academic literacy and integrity. Turnitin detects possible plagiarism by comparing submitted documents against similar passages of text in millions of books, journals, Internet pages and submitted student assignments.

More information on Turnitin and preventing plagiarism can be found on the University website. http://federation.edu.au/students/learning-and-study/online-help-with/plagiarism

Tutorials on how to use Turnitin can be accessed via Moodle.

Activity

WHEN IS IT PLAGIARISM?

Here are six ways to use sources. *Number the sentences below one to six, where 1 = Definite plagiarism and 6 = Not plagiarism.* Where do you cross the line?

Paraphrasing a paragraph by rewriting with substantial changes in language and organisation; the new version will also have changes in the amount of detail used and the examples cited; citing source in reference list.

Copying a paragraph and making small changes - e.g. replacing a few verbs, replacing an adjective with a synonym; acknowledgment in the reference list.

Cutting and pasting a paragraph by using sentences of the original but omitting one or two and putting one or two in a different order, no quotation marks; with an in-text acknowledgment and a reference list acknowledgment.

Copying a paragraph exactly from a source without any acknowledgment.

Quoting a paragraph by placing it in block format with the source cited in text and in reference list.

Composing a paragraph by taking short phrases from a number of sources and putting them together using words of your own to make a coherent whole with in-text acknowledgments and a reference list acknowledgment.

Turn the page for the answers.

Source: Carroll, J. (November, 2000). Plagiarism: Is there a virtual solution? *Teaching News.*
http://www.brookes.ac.uk/services/ocsd/2_learntch/plagiarism.html

WHEN IS IT PLAGIARISM?

Here are six ways to use sources. *Number the sentences below one to six, where 1 = Definite plagiarism and 6 = Not plagiarism.* Where do you cross the line?

1. Copying a paragraph exactly from a source without any acknowledgment.

2. Copying a paragraph and making small changes - e.g. replacing a few verbs, replacing an adjective with a synonym; acknowledgment in the reference list.

3. Paraphrasing a paragraph by rewriting with substantial changes in language and organisation; the new version will also have changes in the amount of detail used and the examples cited; citing source in reference list.

3. Cutting and pasting a paragraph by using sentences of the original, but omitting one or two and putting one or two in a different order, no quotation marks; with an in-text acknowledgment and a reference list acknowledgment.

5. Composing a paragraph by taking short phrases from a number of sources and putting them together using words of your own to make a coherent whole with in-text acknowledgments and a reference list acknowledgment.

6. Quoting a paragraph by placing it in block format with the source cited in text and in reference list.

APA citation style

This section gives advice on APA citation style based on the *Publication Manual of the American Psychological Association* (6th ed., 2010). For more detail or extra clarification, consult the *Publication Manual* in print at the Library.

Overview of APA citation style

APA is an in text citation style. This means you insert a brief reference ('citation') into your writing whenever you use a source. The in text citation is made up of the source's author and year of publication enclosed in round brackets.

cost (Breen, 1977). However, Lee (1982) reported a contrary result, along with other studies (Keen, 2004; Lee, 2004; Wojk, 2003, 2006). This supports the contention that the original data was incomplete (Hillsdon, 2002), or as Johnson and Hansen (1995) have stated, "seriously deficient" (p. 97).

For each source identified in the text, you also need to create a corresponding entry in the reference list. The reference list is an alphabetical presentation of all the sources used in a piece of writing.

Each entry in the reference list should contain enough identifying detail to allow your reader to locate the source if they wished.

References

Anderson, T. D. (1985). *Panel data: A primer*. New York, NY: Paragon.

Baxter, B. H. (2005). *Models of economic analysis*. Sydney, Australia: Wiley.

Breen, H. P. (1977). An empirical test of the impact of managerial self-interest on corporate capital structure. *Journal of Finance, 43*(2), 271-281.

Chen, J. J. (2004). Determinants of capital structure of Swedish companies. *Journal of Business Research, 27*(12), 41-52.

Dorgan, D. (1972). *Future funds*. Melbourne, Australia: Penguin.

Friedman, B. M. (1985). *Corporate capital structure in the United States*. Chicago, IL: University of Chicago Press.

Hillsdon, M. (2002). *Statistical analysis primer*. Melbourne, Australia: Lansdowne.

Hillsdon, M. (2004a). *Basic econometrics* (4th ed.). Sydney, Australia: Hill.

Hillsdon, M. (2004b). *Computational methods*. Melbourne, Australia: Lansdowne.

Johnson, A., & Hanson, S. (1995). Determinants of capital structure: Theory vs practice. *Scandanavian Journal of Management, 11*(2), 91-102.

Keen, R. P. (2004). *Strategy, structure and economic performance*. Cambridge, MA: Harvard University Press.

Lee, B. L. (1982). *Credit risk and high yield bonds*. New York, NY: Wiley.

How to create APA in text citations

Basic treatment (APA)

As explained in the APA overview, you need to insert a brief reference into your writing whenever you use a source. This is the in text citation. It is made up of the author and the year of publication of the source. Page numbers are added when you are referring to a specific part of the source.

(Author, Year, Page)

… which is confirmed by the most recent study (Jenkins, 2013).	←BASIC AUTHOR AND YEAR
… the study by Jenkins (2013) confirmed these results.	← AUTHOR IN SENTENCE
… seemingly different from Twain's later work (M. Grech, 1994).	←AUTHOR NEEDING INITIAL

- Enclose the author's surname and year in round brackets, separated by a comma.
- Insert before punctuation mark ending sentence (or part of sentence) where you used source.
- If author is already in sentence, give year alone in round brackets directly after author's name.
- Add initial/s to surname if you have sources by authors with the same surname.

More than one author (APA)

2 AUTHORS

(Hendricks & Angwin, 1975)	**OR**	Hendricks and Angwin (1975) …

- Name both authors.
- Join authors by '&' in round brackets, or 'and' in the sentence.

3–5 AUTHORS

(Oakes, Grocz, & Hu, 1994)	**OR**	Oakes, Grocz, and Hu (1994) …	**FIRST**
(Oakes et al., 1994)	**OR**	Oakes et al. (1994) …	**LATER**

- Name all authors the first time you refer to the source.
- Separate each author by a comma. Join last author by '&' or 'and'.
- Later, name the first author followed by 'et al.' (a Latin abbreviation meaning 'and others').

6 OR MORE AUTHORS

(Donat et al., 2002)	**OR**	Donat et al. (2002)	**ALL MENTIONS**

- Name the first author followed by 'et al.' in all mentions.

Group author (government or organisation)

(Amnesty International, 1997)	**OR**	Amnesty International (1997)	**ALL MENTIONS**
(World Health Organization [WHO], 2013) ← LONG NAME, FIRST		(WHO, 2009) ← LATER	

- Give the full name of the group in all mentions.
- If the name is long and well known by an abbreviation, give its full name plus the abbreviation in square brackets in the first mention. In all later mentions, give the abbreviation only.

No author (APA)

(*Reading Rates*, 2012)	**OR**	*Reading Rates* (2012)	**WHOLE WORK**
("Last Gasp," 2004)	**OR**	"Last Gasp" (2004)	**PART OF WORK**

- If the source has no author, give the first two to three words of the title.
- Use italics for whole works, and quotation marks around parts of works.
- Use initial capital letters for all major words.

Multiple sources in same citation (APA)

… along with other studies (Keen, 2005; Lee, 2004; Wojk, 2003, 2006).

- List each source alphabetically by author. Separate each work by a semicolon.
- List multiple sources from the same author by year (earliest first). Separate by commas.

Page numbers (APA)

BASIC TREATMENT

(Johnson, 2003, p. 6) … (Kennett, 1998, pp. 55–63) … (Wong, 2012, Figure 3)

- Add page or other location/ label references when referring to a specific part of source.
- Add after the year, separated by a comma.
- Use 'p.' before a page, 'pp.' before a page range, and 'para.', 'Chapter', Figure', or 'Table'.

QUOTATIONS

It was described as "a stunning victory" (Harrison, 1965, p. 15).

Harrison (1965) described it as "a stunning victory" (p. 15).

- For direct quotations, add the page reference after the closing quotation mark.
- If author and year are already part of the sentence, give page reference alone.
- For block quotations, i.e.,when the quote is forty words or more, add the page reference after closing punctuation mark.
- For a block quote, text should be indented and written as a separate paragraph with no quotation marks

Carter, Chitwood, Kinzey and Cole (2000) note that:

> In order to understand this neurophysiological mechanism, it is important to discuss the two proprioceptive bodies in the muscle: the muscle spindles and the Golgi tendon organs (GTOs). Muscle spindles are found within the muscle belly and provide information to the central nervous system (CNS) regarding the absolute length and the velocity of the stretch in the skeletal muscles. (p. 275)

NO PAGE NUMBERS

> (Duer, 1974, "Introduction," para. 12).

- If no page numbers are shown on the source, give paragraph number/s if these are shown.
- If no paragraph numbers, give closest heading and paragraph number/s (as counted by you).

How to create APA reference entries

As explained in the APA overview, each source that is referred to in the text needs a corresponding entry in the reference list. The entry should contain enough identifying information about the source to allow it to be located by someone else. The information is presented as parts in a set order to help the reader identify at a glance which piece of information relates to which part.

A basic APA reference entry is made up of the following parts.

AUTHOR + **YEAR** + **TITLE** + **PUBLISHER INFORMATION** OR **DOI** OR **RETRIEVED FROM URL**

All the details you need for each part should be found on the source itself. Instructions and examples of how to format each part are given over the page.

AUTHOR *Who created the source?*	• This identifies the creator or principal contributor of the source. • It could be a person or a group (organisation or government). • Some sources may have more than one author.
PUBLICATION YEAR/DATE *When was the source published?*	• This identifies the year or specific date the source was made available in the version you accessed. (Use the copyright year/date if this is shown.) • For online sources, use the year or specific date the content was created (for a page or document), or the date of posting (for a post).
TITLE *What is the source called?*	• This is the full title in the words and spelling of the source. • If your source is part of a larger work (e.g., article from a journal; chapter from a book), you need to include the title of each.
PUBLISHER INFORMATION *Who made the source available in the form I used?*	• This identifies the publisher and their location. • You need to include this information for print books and physical or broadcast media. You don't need it for journals, newspapers or online sources. • The information can usually be found with the copyright information.
DOI *Is there a Digital Object Identifier?*	• The DOI acts as a permanent link to an item. Not all material has a DOI, but you need to include one whenever it has been assigned. • If you provide a DOI, you don't need to give the URL or retrieval date. • If a DOI has been assigned, you should find it with the copyright information, or with other details on database or catalogue lists.
URL and RETRIEVAL DATE *What is the address of the source online, and when did I retrieve it?*	• This is included for sources accessed online. It tells your reader the location of the source on the Internet and the date you accessed it. It is only included if the source has no DOI. • Provide the URL that leads most directly and reliably to the source. Give the homepage URL if the item can be searched for easily from there *or* if a login is required *or* if the URL is unstable. Otherwise give the full URL. • Do not include the retrieval date unless the content you have used is likely to be edited or updated, or has no publication date.

Below are instructions for formatting the parts of an APA reference entry. When you are ready to create your entries, read the instructions and copy the punctuation used in the examples. Note that every part ends with a full stop, except DOIs and URLs, and a space follows each punctuation mark.

AUTHOR + YEAR + TITLE+ PUBLISHER INFORMATION OR DOI OR RETRIEVED FROM URL

Author (APA)

1 AUTHOR

> Winton, T. (2001). *Dirt music.* Sydney, Australia: Picador.

- Give the author's surname, a comma, and the initial/s of the given name/s.

2–7 AUTHORS

> Hall, J. L., & Ashton, B. T. (2005). *A spoonful of valour* …

- Name all authors. Separate by commas and join last author by '&'.

8 OR MORE AUTHORS

> Donat, T. G., Jenkins, M., Baysch, V., Adamson, E., Wilkins, W. L., Lingstrom, A., … Farr, P. B.

- Name the first six and last authors. Join last author by three dots ('…').

GROUP AUTHOR (ORGANISATION OR GOVERNMENT)

> Australian Institute of Health and Welfare. (2004). *Australia's health* …

- Give the name of the group in full.

Year (APA)

BASIC

> Winton, T. (2001). *Dirt music.* Sydney, Australia: Picador.
>
> Greendale, N. (2006, May 4). Road toll rising. *The Age*, p. 13.

- Enclose year of publication in round brackets.
- Add month and day for sources with specific publication dates. (Give only year in text citation.)

SAME AUTHOR, SAME YEAR

> Harris, D. W. (2001a). *Hadrian's wall* …
>
> Harris, D. W. (2001b). *Julius Caesar* …

- Add a lower case letter ('a', 'b', 'c', etc.) to the year to reflect the order the entry appears in the reference list.

NO YEAR/DATE

> Gardiner, I. T. (n.d.). *Life in rural Australia* …

- Use 'n.d.', (stands for 'no date') if no year/date can be found on the source.

Title (APA)

BASIC

> Harris, M. (1983). *The mighty Yarra: Rivers of Victoria*. ...← **TITLE AND SUBTITLE**
>
> Gerd, N. B. (2001). Method in action. *Journal of Health*, … ← **PART OF WORK & WHOLE WORK**

- Give the title in italics in the wording and spelling shown on the source.
- Separate title and subtitle by a colon.
- Give initial capitals to the first word of the title and the subtitle, and to any proper nouns.
- Give both titles if the source is part of a larger work. No italics for parts of works.

NO TITLE

> Jensen, P. R. (1945). [Wartime navy reminiscences]. Brisbane, Australia: Liberty Press.

- If no title, give a brief descriptive title in your own words in square brackets. No italics.

Publisher information (APA)

> Gourley, D. (2002). *Action man*. Chicago, IL: Bellinger.
>
> Temple, P. (2009). *Truth*. Melbourne, Australia: Text.
>
> Gull Group. (1992). *Annual report*. Sydney, Australia: Author.

- If published in the USA, give city, US state (initials) and publisher.
- If published outside the USA, give city, country and publisher.
- Separate city and state/country by a comma and publisher by a colon.
- If there is more than one city named on the source, give the first-named city.
- If the publisher is also the author, use 'Author' instead of repeating name.

DOI (APA)

> http://dx.doi.org/10.1086/529076
>
> doi:10.1037/0004-066X.60.6.561

- Use a DOI when one has been assigned, even for print material. No full stop at the end.
- Give exactly as found on the source. If using a DOI in the original format (beginning with '10') introduce it by 'doi'. New format DOIs (beginning with 'http') don't need 'doi' added in front.

URL and Retrieval date (APA)

> Retrieved from http://www.books.google.com/
>
> Available from http://www.amazon.com/
>
> Retrieved May 5, 2010, from http://www.yourhealth.gov.au/

- Introduce URL by 'Retrieved from'.
- Use 'Available from' if accessible only via login/paywall.
- Add retrieval date only if content is likely to change (e.g., wikis, web pages), or if no date.
- Break URLs (if needed) before a punctuation mark or symbol. No full stop at end.

How to present an APA reference list

How to set up the list
- Begin the list on a new page at the end of your work.
- Give the list the centred heading 'References'.
- Use double line-spacing and a hanging indent (approx. 0.75 cm or 4-5 spaces).
- If a DOI or URL needs to be broken, break before a slash or a punctuation mark.

What to include
- Give an entry for every recoverable source you have cited in the text.
- Do not add entries for material you have not used, however relevant.

How to arrange the entries
- List entries alphabetically by author.
- List entries with no author by title. (Ignore 'A' or 'An' or 'The' as first words.)
- If you have more than one entry with the same author, list by year (earliest first).
- If you have more than one entry with the same author and year, list alphabetically by title, and add a lower case letter to each year; e.g., 'a' for first, 'b' for second, etc. (See Hillsdon entries below.)

References

Anderson, T. D. (1985). *Panel data: A primer*. New York, NY: Paragon.

Baxter, B. H. (2005). *Models of economic analysis*. Sydney, Australia: Wiley.

Breen, H. P. (1977). An empirical test of the impact of managerial self-interest on corporate capital structure. *Journal of Finance, 43*(2), 271-281.

Chen, J. J. (2004). Determinants of capital structure of Swedish companies. *Journal of Business Research, 27*(12), 41-52.

Dorgan, D. (1972). *Future funds*. Melbourne, Australia: Penguin.

Friedman, B. M. (1985). *Corporate capital structure in the United States*. Chicago, IL: University of Chicago Press.

Hillsdon, M. (2002). *Statistical analysis primer*. Melbourne, Australia: Lansdowne.

Hillsdon, M. (2004a). *Basic econometrics* (4th ed.). Sydney, Australia: Hill.

Hillsdon, M. (2004b). *Computational methods*. Melbourne, Australia: Lansdowne.

Johnson, A., & Hanson, S. (1995). Determinants of capital structure: Theory vs practice. *Scandinavian Journal of Management, 11*(2), 91-102.

Keen, R. P. (2004). *Strategy, structure and economic performance*. Cambridge, MA: Harvard University Press.

Lee, B. L. (1982). *Credit risk and high yield bonds*. New York, NY: Wiley.

Linheiro, J., & Bates, D. M. (2000). *Mixed-effects models*. New York, NY: Springer.

Nguyen, B. V. (1994). *Swedish economic reform*. Los Angeles, CA: Griffin Press.

Nzkan, A. (2001). Determinants of capital structure and adjustments to long term target. *Journal of Business Finance and Accounting, 28*, 175-198.

Oakes, J. D., Woo, W. T., Fischer, S., & Hughes, G. (1994). Structural factors in economic reforms in Sweden. *Economic Policy, 9*(18), 101-145.

Examples of APA reference entries

Look for your source in the table below, then find the numbered example on the following pages where examples are grouped according to type. Each grouping of examples has a template and explanatory notes.

Examples for online material are included in the groups, not presented as a separate list. To help you, the numbers of the online examples have been formatted in bold in the table below.

If you don't know where to start, look under the material type, and if there is a relevant online example it will be included in that grouping. If your source is in print and the example is for online (or vice versa) you can still use the example—just modify it for the version you accessed.

If you aren't clear how to format the individual parts of the entry, return to the beginning of this section for instructions on formatting author, title, and so on.

If you can't find an example in this table or on the following pages that matches your source, look for one in a similar category and customise to fit your particular material.

TYPE OF SOURCE	EXAMPLE NO.	TYPE OF SOURCE	EXAMPLE NO.
Audiobook (CD, audio file)	7, **8**	Online discussion	**35, 36, 37, 38**
Blog post	**38**	PDF on website	**69, 70**
Book, print basic	1	Personal communication	39
Book, different edition	2	Podcast	**40**
Book, edited collection	3	PowerPoint slideshow	**22**
Book, edited collection chapter	4	Radio broadcast	52
Book, multi-volume	2	Report	41, **42**
Book, online/e-book	**5, 6**	Review	43, **44**
Brochure	**10**	Secondary source	74
Conference material, presented	11	Software, App	**45, 46**
Conference material, published	**12**, 13	Speech, Performance, recorded	47, 48, **49, 50**
E-book	**5, 6, 75**	Standards	76
Email, Letter	39	Television current affairs broadcast	51
Encyclopedia entry	14, **15, 16**	Television series episode	53, **54**, 55, 56
Exhibition catalogue	9	Thesis	57, **58**
Facebook post	**37**	Tweet	**36**
Film	61	Video file, post	**23, 49, 59, 60**
Interview transcript	**17**	Video, Film, DVD, studio production	61, 62, 63, **64**
Journal article	18, **19, 20, 21**	Video game	65
Lecture or class material	**22, 23**, 24	Visual artwork, original	66
Map, chart, diagram	**25**, 26	Visual artwork, reproduction	**67**, 68
Media release	**27**	Website document (stand-alone)	**69, 70**
Music recording (CD, LP, online)	28, **29**, 30	Website page/post (general)	**71, 72**
Newspaper, magazine article	31, 32, **33, 34**	Website (general)	**73**

Book, print

TEMPLATE	**Author. (Year). *Title: Subtitle* (# ed., Vol. #). City, State/Country: Publisher.**
EX **1**	**BASIC** Winton, T. (2001). *Dirt music*. Sydney, Australia: Picador.
EX **2**	**DIFFERENT EDITION or MULTI-VOLUME** Goh, L. (1984). *African voyages* (2nd ed., Vol. 2). Montreal, Canada: Greyguides.
EX **3**	**EDITED COLLECTION** Mills, A., & Smith, J. (Eds.). (2001). *Utter silence*: *Voicing the unspeakable*. New York, NY: Peter Lang.
EX **4**	**CHAPTER FROM EDITED COLLECTION** Chapter author Chapter title Book editor/s (initial/s then surname) ↓ ↓ ↓ ↓ Brown, J. (2001). Silence, taboo and infectious disease. In A. Mills & J. Smith (Eds.), *Utter silence*: *Voicing the unspeakable* (pp. 83–91). New York, NY: Peter Lang. ↑ ↑ Book title Chapter page range

NOTES

- BASIC: Give author, year, title (italics), and place and name of publisher.
- DIFFERENT EDITION: Add edition description (in round brackets, no italics) to title. Edition information is only given for editions other than the first edition. If no edition statement is shown on the book, assume it's the first (and no statement is needed).
- MULTI-VOLUME: Add volume number/s (in round brackets, no italics) to title. Give all volumes (e.g., '3 vols.') if citing a whole work; or volume number (e.g., 'Vol. 2') if citing an individual volume.
- EDITED COLLECTION: Give editor/s in author position followed by '(Ed.)' or '(Eds.)'.
- CHAPTER FROM EDITED COLLECTION: Give chapter author and title (no italics). Give book title (italics) preceded by 'In' (no italics) and initials and surname/s of editor/s followed by '(Ed.),' or '(Eds.),'. Add page range of chapter in round brackets (no italics) after title.

Book online, e-book

TEMPLATE	**Author. (Year). *Title* [E-reader version, if used]. DOI/URL**
EX **5**	**LIBRARY E-BOOK** Hampden-Turner, C., & Trompenaars, A. (2000). *Building cross-cultural competence: How to create wealth from conflicting values*. Available from http://search.ebscohost.com/
EX **6**	**ACCESSED ON E-READER** Fitzgerald, F. S. (2003). *The great Gatsby* [Kindle version]. Available from http://www.amazon.com

NOTES

- Treat author, year and title as for a print book. (If online version of print publication, give any volume or edition numbers if shown.)
- If accessed via an e-reader, add e-reader type and version in square brackets (no italics) to title.
- If no DOI, give URL. If accessible only via login/purchase, introduce URL by 'Available from'.

Book, audio recording APA

TEMPLATE	**Author. (Year). *Title* (Reader) [Format]. City, State/Country: Label. OR DOI/URL**
EX 7	**CD** FitzSimons, P. (2011). *Kokoda* (L. FitzGerald, Reader) [CD]. Sydney, Australia: ABC Audio.
EX 8	**ONLINE** Dickens, C. (2013). *Oliver Twist* (P. Batchelor, Reader) [Audio file]. Available from http://www.audible.com.

NOTES

- Treat author, year and title as for basic book.
- Add reader's name in round brackets. Add recording format in square brackets.
- If physical media (e.g., CD), give place and name of record label.
- If accessed online, give retrieval details; use 'Available from' if purchase is required.

Brochure, pamphlet or catalogue APA

TEMPLATE	**Author. (Year). *Title* [Brochure]. City, State/Country: Publisher. OR DOI/URL**
EX 9	**EXHIBITION CATALOGUE (PRINT)** Taylor, E. (2013). *Australian impressionists in France* [Exhibition catalogue]. Melbourne, Australia: National Gallery of Victoria.
EX 10	**BROCHURE (ONLINE)** Parks Victoria. (2004). *Fire ecology in the Grampians* [Brochure]. Retrieved from http://www.brambuk.com.au/assets/pdf/GrampiansNationalParkFireEcology.pdf

NOTES

- Give author and publication year or date as shown on document. Give title in italics.
- Add description in square brackets (no italics) to title.

Conference paper presented (unpublished) APA

TEMPLATE	**Presenter. (Year, Month). *Title*. Paper presented at Meeting Name, place.**
EX 11	Wenzel, B. Q. (1998, June). *Films of Fellini*. Paper presented at the Annual Meeting of the Society for Cinema Studies, Ballarat, Australia.

NOTES

- Give year and month of conference, title of paper (italics), followed by name of location of meeting.

Conference paper published in proceedings APA

TEMPLATE	Author. (Year). Title of paper. In Editor (Ed.), *Title of proceedings of Conference Name* (pp. xx–xx). City, State/Country, Publisher. OR DOI/URL
EX 12	**PAPER IN PROCEEDINGS** Carbone, A., Mitchell, I., Gunstone, D., & Hurst, J. (2002). Designing programming tasks to elicit self-management metacognitive behaviour. In B. Werner (Ed.), *Proceedings of the International Conference on Computers in Education* (pp. 533-534). doi: 10.1109/CIE.2002.1185998
EX 13	**WHOLE PROCEEDINGS** Murphy, C. (2004). Job design and leadership. In G. Stewart, & P. Hyland (Eds.), *Proceedings of the 12th Annual Conference of the International Employment Relations Association* (pp. 1-13). Rockhampton, Australia: CQU.

NOTES

- Give author/s of paper, year of publication of proceedings, and title of paper (no italics).
- Give editor, title of proceedings, and page range. (Use initial capitals for conference name in title.)
- Add publication information or DOI. Give URL if no DOI and accessed online.
- If using the whole proceedings as a source, treat like a book (edited collection).

Encyclopedia entry APA

TEMPLATE	Author. (Year). Title of entry. In *Title of reference work* (pp. xx-xx). City, State/Country: Publisher. OR DOI/URL
EX 14	**PRINT** Reed, D. L. (2003). Black holes. In *Science Encyclopedia* (5th ed., pp. 501–508). New York, NY: Academic Resources.
EX 15	**E-BOOK** McColl, G. (2014). Abba. In L. Stacy & L. Henderson (Eds.), *Encyclopedia of music in the 20th century* [Kindle version]. Available from http://www.amazon.com/
EX 16	**ONLINE** Watergate scandal. (2009). In *Encyclopedia Britannica online*. Retrieved from http://www.britannica.com/

NOTES

** **Check with your teacher or lecturer before using *Wikipedia* as a reference source.**

- Give author of entry if one is named, otherwise begin with title.
- Give title of entry (no italics) and title of whole work/website (italics) preceded by 'In' (no italics).
- Give page and any edition and volume numbers after title. Page numbers are not needed if entries are arranged in a single alphabetical sequence.
- Give publication information or DOI or URL if online. Provide URL of item (use the permanent link).
- Include retrieval date if content is not fixed (i.e., likely to be edited or updated).

Interview APA

TEMPLATE	**Interviewee. (Date).** *Title* **(Interviewer Name, Interviewer). Publisher.** **OR DOI/URL**
EX **17**	**ONLINE (TRANSCRIPT)** Armstrong, N. A. (2001, September 19). *An interview with Neil Armstrong* (S. E. Ambrose, Interviewer) [Transcript]. Johnson Space Center Oral History Project. Retrieved from http://www.nasa.gov/pdf/62281main_armstrong_oralhistory.pdf

NOTES

• Stand-alone interviews can be used as references if recoverable by your reader (e.g., transcripts or recordings). Treat interviews that are not recoverable as personal communications (see Ex 39).

• Name the interviewee at the beginning of the entry and the interviewer in round brackets after the title. If no title, give description in square brackets. Give form in square brackets where needed.

• Format the rest of the entry according to the category of material accessed (e.g., video/audio file).

Journal article APA

TEMPLATE	**Author. (Year). Article title.** *Journal Name*, *vol*(issue), xx–xx. **DOI or URL**
EX **18**	**PRINT** Author → Year → Article → Journal Name → Volume → Issue → Page Range → Normoyle, C. (2013). Nurses' wellbeing. *Australian Nursing Journal*, *20*(10), 30–33.
EX **19**	**PRINT OR ONLINE WITH DOI** Krueger, W. S., & Gray, G. C. (2013). Swine influenza virus infections in man. *Current Topics in Microbiology and Immunology*, *370,* 201-225. doi: 10.1007/82_2012_268
EX **20**	**ONLINE WITH URL (NO DOI)** Moran, W. (2014). Enhancing understanding of teaching and the profession through school innovation rounds. *Australian Journal of Teacher Education*, *39*(3). Retrieved from http://ro.ecu.edu.au/ajte/
EX **21**	**ABSTRACT** Gray, E., & Bolitho, A. J. (2003). Patients with COAD [Abstract]. *Health and Quality of Life Outcomes, 1*(55), 58. Retrieved from http://www.ncbi.nlm.nih.gov/pubmed/

NOTES

• Give author, year and title (no italics).

• If source is an abstract, letter, or review, add 'Abstract', 'Letter to the editor' or 'Review of …' (name work reviewed)' in square brackets (no italics) to title.

• Give journal name (italics). Capitalise first letter of all major words (because it is a name).

• Give volume number (italics) and issue number (round brackets, no italics). No space between.

• Give page range of article if page numbers are shown (no 'p.' or 'pp.').

• DOI: Give DOI for print as well as online articles if one has been assigned.

• ONLINE: Give URL only if no DOI. Introduce URL with 'Available from' if the article is accessible only via login or behind a paywall.

TEMPLATE	**Author. (Year/Date). *Title* [Format]. Other identifying detail. OR DOI/URL**
EX 22	**ONLINE DOCUMENT/FILE** Barrett, K. (2010, June 19). *Cell structure* [PowerPoint slides]. Retrieved from http://www.barrett.edu/openaccess/courses/lectureNotes.cfm
EX 23	**ONLINE LECTURE** Lucas, J. (2012, September 4). *Drought tolerant plants: Introductory lecture* [Video file]. Retrieved from http://www.youtube.com/watch?v=-v6GNvGWIL5
EX 24	**PRINT HANDOUT** Huang, L. (2012, March 5). *The cost of retribution* [Lecture handout]. Ethics 123, Central University, Townsville, Australia.

NOTES

** Check with your teacher or lecturer before including lecture/class material in the reference list.

LIVE CLASSES, LECTURES AND PRESENTATIONS*:* These are not recoverable so are not included in the reference list. Treat as personal communications: (e.g., '*… in a lecture on chaos theory (M. Green, personal communication, May 1, 2009) …*'.

- ONLINE LECTURES AND PRESENTATIONS*:* These are recoverable so they can be included in the reference list if permitted by your teacher or lecturer. Treat according to publication type (e.g., video post, podcast, stand-alone document, etc.).

- PRINT CLASS MATERIAL, HANDOUTS: These are not recoverable if they are available only to participating students. If permitted for use as a source, treat as above.

TEMPLATE	**Author. (Year/Date). Title [Form]. DOI/URL**
EX 25	**ONLINE** Victorian Electoral Commission. (2012). City of Casey: Local council boundaries [Map]. Retrieved from https://www.vec.vic.gov.au/images/profile/CaseySummary.gif
EX 26	**PRINT** Timms, P. E. (2006). *Colonial settlement in Tasmania*. Hobart, Australia: Tiger Press.

NOTES

- ONLINE: Give author/poster and the title of the item (no italics). Give year of publication (or date of post). Add form (e.g., 'Map', 'Photograph') in square brackets. If no title or caption, give a short description in same square brackets as form.

- PRINT: Give an in text citation and reference entry for the print source containing the item, not the item itself. Add the identifying number to in text citation: '… (Timms, 2006, Figure 2)'.

Media release   APA

TEMPLATE	Author. (Date). *Title* [Description]. City, State/Country: Publisher. OR DOI/URL
EX 27	Qantas. (2011, October 29). *Response to industrial action* [Media release]. Retrieved from http://www.qantas.com.au/travel/airlines/media-releases/oct-2011/5218/

Music recording   APA

TEMPLATE	Songwriter or Performer. (Year). Title of song [Recorded by Artist Name]. On *Title of album* [Form]. City, State/Country: Label. OR DOI/URL (Recording year if different from copyright year)
EX 28	**SINGLE TRACK (LP)** Duke, V. (1934). Autumn in New York [Recorded by F. Sinatra]. On *Come fly with me* [Vinyl recording]. Los Angeles, CA: Capitol. (1958)
EX 29	**SINGLE TRACK (ONLINE)** Sebastian, G. (2012). Big bad world. On *Armageddon* [MP3]. Available from http://store.apple.com/au
EX 30	**ALBUM (CD)** Perry, K. (2013). *Prism* [CD]. Los Angeles, CA: Capitol.

NOTES

• SINGLE TRACK/SONG: Give name of songwriter and year of copyright. If songwriter is not the recording artist, add recording artist in square brackets after title (no italics). Give album title (italics) preceded by 'On'. Give place and name of recording label. Add recording date at end if different from copyright year (Ex 28).

• WHOLE ALBUM: Give name of album recording artist. Give album title (italics).

Newspaper, magazine article   APA

TEMPLATE	Author. (Year/Date). Article title. *Newspaper/Magazine Name*, p. #. DOI or URL
EX 31	**BASIC ARTICLE** Hunt, J. (1963, November 22). Assassin kills Kennedy. *The Chicago Tribune*, p. 1, 4–6.
EX 32	**SEPARATE SECTION** Rousseau, N. (2008, June 3). Arrival of the spice setters. *The Age*, Epicure sec., p. 4.
EX 33	**ONLINE REPLICA OF PRINT EDITION** Craig, B. (1968, January 10). Australia and the world shares Mrs Holt's sorrow. *The Australian Women's Weekly*, pp. 2–3. Retrieved from http://trove.nla.gov.au/ndp/
EX 34	**ONLINE EDITION** Rosen, L. (2014, January 22). Occupy Starbucks [Letter to the editor]. *The New York Times*. Retrieved from http://www.nytimes.com/2014/01/23/opinion/

NOTES

- Author: Give name of author. (Start with title if no author shown.)
- Year/date: Give date as shown on source (i.e., year and month, or year, month and day).
- Title: Give title of article (no italics). Capitalise first letter of first word and any proper nouns. Add description for reviews, letters, etc., in square brackets (no italics) or give alone if no title (Ex 34).
- Newspaper/magazine name (italics). Capitalise first letter of all major words. If separate section, add name (no italics) after title (Ex 32).
- Page numbers. Use 'p.' or 'pp.' in front. If non-consecutive, separate by commas (Ex. 31).
- ONLINE: If article is digital replica of print edition, give publication date of print edition and include page numbers (Ex 33). If article is posted on media outlet's website, give date of post (Ex 34).

Online discussion, social media   **APA**

TEMPLATE	Author. [screen name]. (Year, Month Day). Title [Form]. Retrieved from URL
EX **35**	**FORUM COMMENT** GeekBoy. (2008, October 9). Re: Who's messing with Twitter search? [Online forum comment]. Retrieved from http://www.techcrunch.com/2008/10/09
EX **36**	**TWEET** West, K. [kanyewest]. (2013, December 9). Thank you, Mandela, for your life's work and may it serve as a guiding light to illuminate our future [Tweet]. Retrieved from https://twitter.com/kanyewest/status/410097143261589504
EX **37**	**FACEBOOK POST** Coles Supermarkets. (2014, January 2). Good News: In another national supermarket first, we're pleased to announce 100% of our Coles Brand fresh chicken is now RSPCA Approved [Facebook post]. Retrieved from https://www.facebook.com/coles/posts/639616386102380?stream_ref=10
EX **38**	**BLOG POST** Daly, Michael. (2014, January 29). Pennsylvania student proves you could buy ingredients for a WMD on Amazon [Blog post]. Retrieved from http://www.thedailybeast.com/articles/2014/01/28/

NOTES

This category covers posts and comments that are recoverable (i.e., open access). (Posts that are protected by privacy settings should be treated as personal communications; see Ex 39).

- Give real name of poster. Add screen name (if one) in square brackets, or alone if real unknown.
- Give date of post. Give year if using an entire feed or page and not a specific post.
- Give post/comment/tweet as title (no italics).
- Add form (e.g., Tweet; Facebook post; Photograph, etc.) in square brackets to title. (Use 'Twitter page' or 'Facebook page' if using someone's entire feed/timeline as a source.)
- Give full URL of item. If item is archived, give archived version URL (click post's date stamp). Retrieval date: Not needed for items with a specific associated date (e.g., individual tweets, posts, etc.), but is needed for whole feeds/pages because content will change.

Personal communication APA

TEMPLATE	**NO REFERENCE ENTRY REQUIRED**
EX 39	(E. Jensen, personal communication, June 7, 2008 ← **IN TEXT CITATION** Ford's Adelaide performance (Festival Theatre, May 6, 2008) ← **IN TEXT CITATION**

NOTES

Personal communications are not recoverable, so they are not included in the reference list but may be referred to in the text. Identify the communicator (seek approval for private communications) and date in round brackets (omit any detail already in surrounding sentence). The following sources are considered personal communications:

- Live lectures, presentations, performances, speeches, etc.

- Private communications, such as letters, emails, conversations, personal interviews, or posts and comments on social media or other sites protected by privacy settings.

- Class or lecture notes taken by yourself or other students, and material accessible only to students of the unit course or institution.

Podcast APA

TEMPLATE	**Primary Contributor. (Role). (Year, Month Day). Episode title. *Program title* [Form]. DOI/URL**
EX 40	Cohen, H. (Presenter). (2013, December 29). Casualties in the supermarket war. *Background briefing* [Audio podcast]. Retrieved from http://www.abc.net.au/rn/programs /backgroundbriefing/

NOTES

- Give primary contributor/s and role/s and date produced/uploaded.

- Give title of episode (no italics) followed by title of whole podcast/program.

- Give the URL of the item (or the home page if the item is searchable from there).

- Use 'Available from' if accessible only via purchase or subscription.

Report APA

TEMPLATE	**Author. (Year). *Title* (Series number). City, State/Country: Publisher. OR DOI/URL**
EX 41	**PRINT** Australian Institute of Health and Welfare. (2004). *Australia's health 2004* (AIHW Cat. No. AUS 44). Canberra, Australia: Author.
EX 42	**ONLINE** City of Ballarat. (2011). *Annual report*. Retrieved from http://www.ballarat.vic.gov.au/media /499612/annual%20report_complete.pdf

NOTES

- Give title of report in italics.

- Add any series name or number (in round brackets, no italics) to report title.

- If published by author, use the word 'Author' for publisher name.

- If accessed online, add DOI or URL in place of publisher location and name.

Review   APA

TEMPLATE	**Reviewer. (Year/Date). Title of review [Review of *Work reviewed*, role and name of principal contributor, Year of production/release]. Format remaining entry according to the category of material.**
EX **43**	**FILM REVIEW (PRINT NEWSPAPER)** Schembri, J. (2008, November 10). [Review of the motion picture *Australia*, directed by B. Luhrmann, 2008]. *The Age*, p. 8.
EX **44**	**THEATRE REVIEW (ONLINE)** Croggon, A. (2014, January 31). [Review of the play *Private lives,* by N. Coward, Melbourne Theatre Company, Southbank Theatre, Melbourne, 2014.] *The Guardian Australia.* Retrieved from http://www.theguardian.com/culture/australia-culture-blog/

NOTES

• Give author and date of review.

• Give title of review (italics) followed by description (no italics except for title of work being reviewed), in square brackets. If review has no title, give description alone.

• Format remaining parts according to the publication type (e.g., newspaper article, online post, etc.).

Software, app   APA

TEMPLATE	**Title (Version number) [Form]. (Year). City, State/Country: Company. OR DOI/URL**
EX **45**	**MOBILE PHONE APP** Weather Flow (Version 1.5.0) [Mobile phone application]. Available from http://www.windowsphone.com/en-au/store/
EX **46**	**COMPUTER SOFTWARE** Dolphin (Version 4.0.2) [Computer software]. Available from https://dolphin-emu.org/

NOTES

• Only give reference entries for specialised software with limited distribution, No reference entry is needed for standard software and programming languages.

• Give title of software (no italics) followed by version number in round brackets. Add description in square brackets after version number. Give place and name of company if accessed as CD, or DOI/URL if accessed online.

Speech, performance   APA

TEMPLATE	Performer. (Year/Date). *Title* [Format]. City, State/Country: Label. OR DOI/URL
EX 47	**PERFORMANCE (CD)** Seinfeld, J. (Performer), & Callner, M. (Director). (1998). *I'm telling you for the last time: Live on Broadway* [CD]. Los Angeles, CA: Universal. (Performance recorded August 9, 1998)
EX 48	**SPEECH RECORDING (VINYL)** Churchill, W. (1964). In a solemn hour. On *Winston Churchill: A selection from his famous wartime speeches* [Vinyl recording]. London, England: Decca. (Speech recorded May 19, 1940)
EX 49	**SPEECH RECORDING (ONLINE VIDEO)** Kennedy, J. F. (1963, June 26). *Ich bin ein Berliner* (I am a Berliner) [Video file]. Retrieved from http://www.americanrhetoric.com/speeches/jfkberliner.html
EX 50	**SPEECH RECORDING (ONLINE AUDIO)** King, M. L. Jr. (1963, August 28). *I have a dream* [Audio file]. Retrieved from http://www.thekingcenter.org/archive/ (Speech recorded August 28, 1963)

NOTES

- LIVE PERFORMANCES OR SPEECHES: These are not recoverable so they are not included in the reference list but can be referred to in the text. Add any identifying details not already in the surrounding sentence in round brackets e.g., In her Adelaide performance (Festival Theatre, May 6, 2008), Anne Ford …

- RECORDINGS OF LIVE PERFORMANCES OR SPEECHES: These are recoverable so can be included in the reference list. Format entry according to the category of material. Add original recording date if different or more specific than publication date.

Television/radio news or current affairs broadcast   APA

TEMPLATE	Primary Contributor. (Role). (Year, Month Day). *Title* [Description]. City, State/Country: Broadcast Station OR Retrieved from URL
EX 51	**TELEVISION BROADCAST** Roberts, B. (Presenter). (2013, November 12). *WIN news* [Television broadcast]. Ballarat, Australia: WIN Television.
EX 52	**RADIO BROADCAST** Attard, M. (Presenter). (2009, August 18). *Sunday profile* [Radio broadcast]. Melbourne, Australia: ABC Local Radio.

NOTES

- Give primary contributor and roles. If unknown/unclear, begin with title.
- Give date of broadcast.
- Give title (italics) followed by form in square brackets (no italics).
- Give place and name of station broadcasting the program.

Television series episode   APA

TEMPLATE	**Primary Contributor. (Role). (Year). Title of episode [Form]. In Principal Contributor, *Title of series.* City, State/Country: Production/Distribution Company.** OR **DOI/URL**
EX **53**	**TELEVISION BROADCAST** Sherman-Palladino, A. (Writer), & Mancuso, G. (Director). (2002). Application anxiety [Television series episode]. In A. Sherman-Palladino, D. Palladino, & G. Polone (Producers), *Gilmore girls.* Melbourne, Australia: Nine Network, 12 June 2012.
EX **54**	**ONLINE VIDEO** Horowitz, A. (Writer), & Orme, S. (Director). (2014). The eternity ring [Television series episode; Video file]. In J. Green (Producer), *Foyle's war.* Retrieved from http://www.abc.net.au/iview/#/view/79688397
EX **55**	**DVD (SINGLE EPISODE)** Gilligan, V. (Writer), & MacLaren, M. (Director). (2012). Madrigal [Television series episode]. In V. Gilligan (Producer), *Breaking bad* [DVD]. Los Angeles, CA: Sony Pictures Home Entertainment.
EX **56**	**DVD (WHOLE SERIES)** Gilligan, V. (Producer). (2008-2013). *Breaking bad* [Television series; DVD]. Los Angeles, CA: Sony Pictures Home Entertainment.

NOTES

- Give name/s of episode's principal contributors (e.g., director and/or writer) and their roles, and episode title (no italics). Examples above show various roles to illustrate options. Give series title (italics) and form in square brackets preceded by the principal contributors and roles.
- BROADCAST: Give city, station and broadcast date.
- ONLINE: Give URL of site where you accessed item.
- DVD: Give studio and year of production (or year range for whole series).

Thesis   APA

TEMPLATE	**Author. (Year). *Title of thesis* (Description). Institution, Location.** OR **DOI/URL**
EX **57**	**PRINT (UNPUBLISHED)** Reid, J. M. (1998). *A cognitive study of dysfunctional driving behaviours* (Unpublished doctoral thesis). University of Melbourne, Australia.
EX **58**	**ONLINE** Ryan, D. A. (2013). *Crowd monitoring using computer vision* (Doctoral thesis). Queensland University of Technology, Australia. Retrieved from http://eprints.qut.edu.au/65652/1/

NOTES

- Give thesis title (italics) followed by description (in round brackets, no italics) and name and location of institution.
- If retrieved from a university repository, give URL of item.
- If retrieved from a commercial database, give database name and accession number.

Video post APA

TEMPLATE	**Poster. [Screen Name]. (Year, Month Day). *Title* [Form]. Retrieved from URL**
EX 59	MarinaHD2001. (2009, February 10). *Bizkit the sleep walking dog* [Video file]. Retrieved from http://www.youtube.com/watch?v=z2BgjH_CtIA
EX 60	National Aeronautics and Space Administration. (January 17, 2014). *Robonaut supports telemedicine advances* [Video file]. Retrieved from http://youtube/9gbfL590Fgg

NOTES

** See also Examples 23 and 49.

- Give name of poster (real name plus screen name, or just screen name if real name is unknown).
- Give date of posting. Give title (italics) followed by form (no italics) in square brackets.
- Give URL of individual post (archived URL if available—click date stamp to access).
- Retrieval date is not needed if post has a specific associated date.

Video, film (studio production) APA

TEMPLATE	**Primary Contributor. (Role). (Year). *Title* [Form]. Country: Distributor/Studio.**
EX 61	**FILM** Zemeckis, R. (Writer/Director), Gale, R. (Writer), & Spielberg, S. (Producer). (1985). *Back to the future* [Motion picture]. United States: Universal Pictures.
EX 62	**DVD/BLU-RAY RELEASE** Snyder, Z. (Director), & Goyer, D. S. (Writer). (2013). *Man of steel* [Blu-ray]. United States: Warner Bros.
EX 63	**DVD/BLU-RAY REISSUE** Hitchcock, A. (Producer/Director). (2003). *Vertigo* [DVD]. United States: Universal Home Entertainment; Paramount, 1958.
EX 64	**ONLINE** Affleck, B. (Director), Terrio, C. (Writer), & Clooney, G. (Producer). (2012). *Argo* [Video file]. Available from http://store.apple.com/au

NOTES

- Give primary contributors (e.g., director, writer, and/or producer) and their roles. Examples above show various roles to illustrate options.
- Give title in italics. Add form of version accessed in square brackets (no italics). If re-issued, add studio and year of original release.
- Give place and name of studio or, if accessed online, give URL of site where accessed.
- Use 'Available from' instead of 'Retrieved from' if accessible only via subscription or paywall.

Video game   APA

TEMPLATE	*Title* [Form; Video game]. (Year). Place: Publisher.
EX 65	*Doom* [CD-ROM; Video game]. (1993). Richardson, TX: id software.

NOTES

- Give title (italics), then form and description in square brackets (no italics).
- Give year of production. Give place and name of producer, or URL if accessed online.
- Game developer can be given in author position.

Visual artwork   APA

TEMPLATE	**Artist. (Year).** *Title of artwork* **[Medium]. City, State/Country: Gallery.** OR **DOI/URL**
EX 66	**ORIGINAL ARTWORK** Brack, J. (1955). *The fish shop* [Oil on composition board]. Melbourne, Australia: Museum of Modern Art.
EX 67	**ONLINE REPRODUCTION** Brack, J. (1955). *The fish shop* [Oil on composition board]. Retrieved from http://www.ngv/collections/johnbrack
EX 68	**PRINT REPRODUCTION** Bryant, H. (Ed.). (1993). *Australian artists*. Melbourne, Australia: Larwitt.

NOTES

- ORIGINAL: Give name of artist, year artwork was created, title of artwork (italics), medium (square brackets, no italics), and the location and name of the museum or gallery.
- ONLINE REPRODUCTION: Give artist, year, title, medium, and DOI/URL.
- PRINT REPRODUCTION: Give a reference entry for the print source (e.g., book) containing reproduction, not the artwork itself. Name the artist and artwork in the text and add the page or plate number to the in text citation for the print source; e.g., '(Bryant, 1993, p. 46)'.

Website document (PDF)   APA

TEMPLATE	**Author. (Year).** *Title.* **DOI or URL**
EX 69	City of Ballarat. (2011). *Annual report*. Retrieved from http://www.ballarat.vic.gov.au /media/499612/annual%20report_complete.pdf
EX 70	Parks Victoria. (2004). *Fire ecology in the Grampians* [Brochure]. Retrieved from http://www.brambuk.com.au/assets/pdf/GrampiansNationalParkFireEcology.pdf

NOTES

- Give the author and year shown on the document (which may be different from the site hosting it).
- Give the full URL. Retrieval date is not needed because content is fixed.

Website post, page (general treatment)   **APA**

TEMPLATE	Author. (Year/Date). Title [Form, if needed]. Retrieved from URL
EX 71	Australia. Department of Health and Ageing. (2009). Aged care. Retrieved December 27, 2009, from http://www.yourhealth.gov.au/
EX 72	Fry, S. (2013, August 7). An open letter to David Cameron and the IOC. Retrieved from *The new adventures of Mr Stephen Fry* website: http://www.stephenfry.com/

NOTES

• Give the name of the person or group who created the content on the post or page.

• Give the year or specific date of the post or page (as displayed on the individual post or page).

• Give the title of post/page (no italics). If there is no title, give a short descriptive phrase in square brackets. If material is non-routine, add description of form in square brackets.

• Give URL of post/page (archived URL if available; click date stamp to access) or of home page, whichever is more direct/reliable. If website name is different from URL, add this to entry (Ex 72).

• Retrieval date is not needed if post/page has a specific date. If no specific date, give retrieval date.

Website   **APA**

TEMPLATE	**NO REFERENCE ENTRY REQUIRED**
EX 73	The video-sharing website YouTube (http://www.youtube.com) is … ← **IN TEXT ONLY**

NOTES

• When making a general reference to a website as a whole (i.e., not to a specific document, page or post on the site), give the URL in round brackets after the mention; no reference entry is needed.

Secondary source   **APA**

	IN YOUR WRITING Hilferty describes the nature of teacher professionalism as "an evolving idea that responds to political, social & historical contexts" (as quoted in Meldrum & Peters, 2012, p. 109).
EX 74	**REFERENCE ENTRY (SECONDARY SOURCE)** Meldrum, K., & Peters, J. (2012). *Learning to teach health and physical education: The student, the teacher and the curriculum*. Sydney, Australia: Pearson Australia.

NOTES

• When using a source that you found in another (secondary) source, refer to the original in your writing but only give a reference entry and in text citation for the source that you accessed (the secondary source).

• To make it clear that you have used a secondary source, include 'as cited in' (or 'as quoted in' for a quotation) in the in text citation.

ebook (with no DOI)

TEMPLATE	Author. (Year). *Title.* [Digital format]. Retrieved from URL
EX 75	**REFERENCE ENTRY (ebook no DOI)** Kirkwood, R., & Goldsworthy, S. (2013). *Fur seals and sea lions.* [PDF]. Retrieved from http://uball.csiro.patron.eb20.com/Collections/ViewBook/295eae4d-f807-481b-95cc- 05fb9d9f5f48

Australian Standard

TEMPLATE	Author. (Year). *Standard title.* Standard number. Location:Publisher.
EX 76	**REFERENCE ENTRY (Australian Standard)** Standards Australia (2010). *Residential timber framed construction – simplified - non-cyclonic areas: formal specifications* (AS 1684.4:2010). Australia: Author.

MLA citation style

This section gives advice on MLA citation style based on the *MLA Handbook for Writers of Research Papers* (7th ed., 2009). For more detail or extra clarification, consult the *Handbook* in print at the Library.

Overview of MLA citation style

MLA is an in text citation style. This means you insert a brief reference ('citation') into your writing whenever you use a source. The in text citation is made up of the author of the source and any page reference enclosed in round brackets.

cost (Breen 273). However, Lee (216) reported a contrary result, along with other studies (Keen 48; Lee 132; Wojk 86–94, 112). This supports the contention that the original data was incomplete (Hillsdon 24), or as Johnson and Hansen have stated, "seriously deficient" (97).

For each source identified in the text, you also need to create a corresponding entry in the Works Cited list. The Works Cited list is an alphabetical presentation of all the sources used in a piece of writing.

Each entry in the Works Cited list should contain enough identifying detail to allow your reader to locate the source if they wished.

Works Cited

Anderson, Tania D. *Panel Data: A Primer*. New York: Paragon, 1985. Print.

Baxter, B. H. *Models of Econometric Analysis*. Sydney: Wiley, 2005. Print.

Breen, H. P. "An Empirical Test of the Impact of Managerial Self-Interest on Corporate Capital Structure." *Journal of Finance* 43.2 (1977): 271-281. Print.

Chen, J. J. "Determinants of Capital Structure of Swedish Companies." *Journal of Business Research* 27.12 (2004): 41-52. Web. 13 Jan. 2014.

Dorgan, Delia. *Future Funds*. Melbourne: Penguin, 1972. Print.

Friedman, B. M. *Corporate Capital Structure in the United States*. Chicago: University of Chicago Press, 1985. Print.

Hillsdon, Maria. *Basic Econometrics*. 4th ed. Sydney: Hill, 2004. Print.

—. *Computational Methods*. Melbourne: Lansdowne, 2004. Print.

—. *Statistical Analysis Primer*. Melbourne: Lansdowne, 2002. Print.

Johnson, A., and S. Hanson. Determinants of Capital Structure: Theory vs Practice. *Scandinavian Journal of Management,* 11.2 (1995): 91-102. Web. 18 Dec. 2013.

Keen, Rex P. *Strategy, Structure and Economic Performance*. Cambridge: Harvard University Press, 2004. Print.

Lee, Bung L. *Credit Risk and High Yield Bonds*. New York: Wiley, 1982. Print.

Linheiro, J., and D. M. Bates. *Mixed-Effects Models*. New York: Springer, 2000. Print.

Nguyen, Bik V. *Swedish Economic Reform*. Los Angeles: Griffin Press, 1994. Print.

Nzkan, Aga. "Determinants of Capital Structure and Adjustments to Long Term Target." *Journal of Business Finance and Accounting* 28 (2001): 175-198. Print.

Oakes, J. D., W. T. Woo, S. Fischer, and G. Hughes. "Structural Factors in Economic Reforms of Sweden. *Economic Policy* 9.18 (1994): 101-145. Print.

How to create MLA in text citations

Basic treatment (MLA)

As explained in the MLA overview, you need to insert a brief reference (the author's surname) into your writing whenever you use a source. A page reference is added when you are referring to a specific part of the source. (All following examples have page references to show how these would be presented.)

(Author Page)

… which is confirmed by the most recent study (Jenkins 22).	←BASIC AUTHOR AND YEAR
… the study by Jenkins (22) confirmed these results.	← AUTHOR IN SENTENCE
… seemingly different from Twain's later work (M. Grech 45–54).	← AUTHOR NEEDING INITIAL

- Enclose author's surname in round brackets.
- Add page reference if quoting from or referring to a specific part of the source.
- Insert before punctuation mark ending sentence (or part of sentence) where you used source.
- If author is already in sentence, give page reference alone in round brackets.
- Add given name or initial/s to surname if you have sources by authors with the same surname.

More than one author (MLA)

2 AUTHORS

(Hendricks and Angwin 34)   **OR**   … Hendricks and Angwin (34) …

- Name both authors and join by 'and'.

3 AUTHORS

(Oakes, Grocz, and Hu 23–45)   **OR**   … Oakes, Grocz, and Hu (23–45) …

- Name all authors. Separate each author by a comma. Join last author by 'and'.

4 OR MORE AUTHORS

(Donat et al. 68)   **OR**   … Donat et al. (68) …

- Name the first author followed by 'et al.' (a Latin abbreviation meaning 'and others').

Group author (government or organisation)

(World Health Org. 57)   **OR**   … World Health Organization (57) …

- Give the name of the group in all mentions.
- Use common abbreviations (e.g., 'Org.', 'Assn.', 'Dept.', 'Soc.') if name is in parentheses.

Same author, different sources (MLA)

(Winton, *Riders* 34)　　　**DISTINGUISHES FROM**　　　(Winton, *Breath* 56)

- Add the first words of the title to the author after a comma.
- Italicise whole works; enclose parts of works in quotation marks.

No author (MLA)

(*Reading Rates* 16)	**OR**	… *Reading Rates* (16) …　　**WHOLE WORK**
("Last Gasp" 89)	**OR**	… "Last Gasp" (89) …　　**PART OF WORK**

- If the source has no author, give the first two to three words of the title.
- Use italics for whole works, and quotation marks around parts of works.
- Use initial capital letters for all major words.

Multiple sources, same citation (MLA)

… along with other studies (Keen 14; Lee 109; Wojk, 123–45).

- List each source alphabetically by author and separate by semicolons.

Page numbers (MLA)

BASIC TREATMENT

(Johnson 6)　　… Kennett (55–63) …

- Add page or other location/ label references when referring to a specific part of source.
- Enclose in round brackets (with or without author depending on if author is in sentence).
- No comma between author and page reference.
- Do not use 'p.' or 'pp.' in front of pages.

QUOTATIONS

It was described as "a stunning victory" (Harrison 15).

Harrison described it as "a stunning victory" (15).

- Add the page reference after the closing quotation mark.
- If author is already in the sentence, give page reference alone.
- For block quotations, i.e., set apart from the text with no quotation marks, add page reference after closing punctuation mark.

NO PAGE NUMBERS

(Duer par. 12)　　　… Jansz (sec. 12) …

- If no page numbers are shown on the source, give paragraph, location or section number/s.
- Use the abbreviations 'par.', 'sec.', or 'loc.' before the numbers.

How to create MLA Works Cited entries

As explained in the MLA overview, each source that is referred to in the text needs a corresponding entry in the Works Cited list. The entry should contain enough identifying information about the source to allow it to be located by someone else. The information is presented as parts in a set order to help the reader identify at a glance which piece of information relates to which part.

A basic MLA Works Cited entry is made up of the following parts.

AUTHOR + **TITLE** + **PUBLISHER INFO** + **YEAR** + **PUBLICATION MEDIUM** + **RETRIEVAL DATE**

All the details you need for each part will be found on the source itself. Instructions and examples of how to format each part are given over the page.

AUTHOR *Who created the source?*	• This identifies the creator or principal contributor of the source. • It could be a person or it could be a group (organisation or government). • Some sources may have more than one author.
TITLE *What is the source called?*	• This is the full title of the source in the words and spelling of the source. • If your source is part of a larger work (e.g., article from a journal; chapter from a book; post or page from a website), you need to include the title of the part and the title of the larger work.
PUBLISHER INFO *Who made the source available in the form I used?*	• This identifies the publisher and their location (city). • For sources published only online, give the publisher/sponsor of the website. Place of publication is not needed. • This information can usually be found with the copyright information.
PUBLICATION YEAR/DATE *When was the source published?*	• This identifies the year or specific date the source was made available in the version you accessed. Use the copyright year/date if this is shown. • For online sources, use the year or specific date the content was created (for a page or document) or the date of posting (for a post).
PUBLICATION MEDIUM *Is there a Digital Object Identifier?*	• The publication medium describes the how the source has been made available. Some examples are: 'Print', 'Web', 'Television', 'CD', etc. • Some material is made available in more than one form. Give the medium of the form you accessed. • The publication medium must be included in all entries.
RETRIEVAL DATE *When did I access the source online?*	• This is the date you accessed the source online. • MLA style does not require URLs, so do not include unless you are instructed by your lecturer or teacher to do otherwise.

Below are instructions for formatting the parts of a Works Cited entry. Note that every part ends with a full stop, and there is a space after each punctuation mark.

AUTHOR + TITLE + PUBLISHER INFO + YEAR + PUBLICATION MEDIUM + RETRIEVAL DATE

Author (MLA)

1 AUTHOR

> Winton, Tim. *Dirt Music*. Sydney: Picador, 2001. Print.

- Give the author's surname plus the given name/s or initials as shown on the source.

2–3 AUTHORS

> Hall, Jane. L., and Brian. T. Ashton. *A Spoonful of Valour* …
>
> Guong, Gina, Terry L. Ferris, and Erin Henderson. *Rainfall* …

- Name all authors. Give first author with surname first; other authors with given name first.
- Separate by commas, join last author by 'and'.

4 OR MORE AUTHORS

> Donat, Tao, et al. "Cardiovascular Health of European…

- Name first author followed by 'et al.' (a Latin abbreviation for 'et alia', Latin for 'and others'.

GROUP AUTHOR (ORGANISATION OR GOVERNMENT)

> Australian Institute of Health and Welfare. *Rural Health* …
>
> Victoria. Dept. of Treasury and Finance. *Output Specification* …

- Give name of group.
- Give government name in front of agency name (where applicable).
- Use common abbreviations (e.g., 'Dept.).

Title (MLA)

BASIC

> Harris, Miles. *The Mighty Yarra: Rivers of Victoria*. …
>
> Australia. Department of Health and Ageing. "Aged Care." *YourHealth*. Dept. of Health and Ageing, 2009. Web. 27 Dec. 2009.

- Give the title in italics in the wording and spelling shown on the source.
- Separate title and subtitle by a colon.
- Give initial capitals to the first, last and principal words of the title and the subtitle.
- If source is part of a larger work, give title of part in quotation marks before title of larger work.

NO TITLE

> Jensen, Paul. R. Wartime Navy Reminiscences. Brisbane: ….

- Give a brief descriptive title in your own words. No italics or quotation marks.

Publisher information (MLA)

> Gourley, Dianne. *Action Man*. Chicago: Bellinger, 2002. Print.
>
> Australia. Department of Health and Ageing. "Aged Care." *YourHealth*. Dept. of Health and Ageing, 2009. Web. 27 Dec. 2009.

- Give city and name of publisher. Add state (initials) or country if needed for extra identification.
- Separate city and state/country by a comma and publisher by a colon.
- If there is more than one city named on the source, give the first-named city.
- If a source is published only online, give name of publisher/sponsor after the website name.

Year (MLA)

BASIC

> Winton, Tim. *Dirt Music*. Sydney: Picador, 2001. Print.
>
> Normoyle, C. "Nurses' Wellbeing." *Australian Nursing Journal* 20.10 (2013): 30–33. Print.
>
> Greendale, Nilma. "Road Toll Rising." *Age* [Melbourne] 4 May 2006. 13. Print.

- Add year after publisher details for books, or in round brackets after issue details for journals.
- Add month (abbreviate if long) and day for sources with specific publication dates.

NO YEAR/DATE

> Gardiner, Ian T. *Life in Rural Australia*. Adelaide: Phoenix, n.d. Print.

- Use 'n.d.' (stands for 'no date') if no year/date can be found on the source.

Publication medium (MLA)

> Winton, Tim. *Dirt Music*. Sydney: Picador, 2001. Print.
>
> Perry, Katy. *Prism*. Capitol, 2013. CD.
>
> Youakim, Sami. "Work-related Asthma." *American Family Physician* 64.11 (2001): 1839–52. *Health Reference Center*. Web. 12 Jan. 2002.

- Give the publication medium (of the form you used) after the publisher information.
- Give at the end of the entry for non-online sources; or before retrieval date for online sources.

Retrieval date (MLA)

> National Aeronautics and Space Administration. "Robonaut Supports Telemedicine Advances." Online video clip. *YouTube*. YouTube, 18 May 2013. Web. 16 Jan. 2014.

- Give the date that you accessed the source online as the last part of the entry.
- Use standard abbreviations for months.
- Break URLs (if needed) after a slash.

How to present an MLA Works Cited list

How to set up the list
- Begin the list on a new page at the end of your work.
- Give the list the centred heading 'Works Cited'.
- Use double line-spacing and a hanging indent (approx. 0.75 cm or 4-5 spaces).
- If a DOI or URL needs to be broken, break before a slash or punctuation mark.

What to include
- Give an entry for every recoverable source you have cited in the text.
- Don't add entries for material you have not used, however relevant.

How to arrange the entries
- List entries alphabetically by author.
- List entries with no author by title. (Ignore 'A' or 'An' or 'The' as first words.)
- If you have more than one entry with same author, list alphabetically by title.
- Use a long dash (or three hyphens) to stand for repeating author's name.

Works Cited

Anderson, Tania D. *Panel Data: A Primer*. New York: Paragon, 1985. Print.

Baxter, B. H. *Models of Econometric Analysis*. Sydney: Wiley, 2005. Print.

Breen, H. P. "An Empirical Test of the Impact of Managerial Self-Interest on Corporate
    Capital Structure." *Journal of Finance* 43.2 (1977): 271-281. Print.

Chen, J. J. "Determinants of Capital Structure of Swedish Companies." *Journal of
    Business Research* 27.12 (2004): 41-52. Web. 13 Jan. 2014.

Dorgan, Delia. *Future Funds*. Melbourne: Penguin, 1972. Print.

Friedman, B. M. *Corporate Capital Structure in the United States*. Chicago: University of
    Chicago Press, 1985. Print.

Hillsdon, Maria. *Basic Econometrics*. 4th ed. Sydney: Hill, 2004. Print.

—. *Computational Methods*. Melbourne: Lansdowne, 2004. Print.

—. *Statistical Analysis Primer*. Melbourne: Lansdowne, 2002. Print.

Johnson, A., and S. Hanson. Determinants of Capital Structure: Theory vs Practice.
    Scandinavian Journal of Management, 11.2 (1995): 91-102. Web. 18 Dec. 2013.

Keen, Rex P. *Strategy, Structure and Economic Performance*. Cambridge: Harvard
    University Press, 2004. Print.

Lee, Bung L. *Credit Risk and High Yield Bonds*. New York: Wiley, 1982. Print.

Linheiro, J., and D. M. Bates. *Mixed-Effects Models*. New York: Springer, 2000. Print.

Nguyen, Bik V. *Swedish Economic Reform*. Los Angeles: Griffin Press, 1994. Print.

Nzkan, Aga. "Determinants of Capital Structure and Adjustments to Long Term Target."
    Journal of Business Finance and Accounting 28 (2001): 175-198. Print.

Oakes, J. D., W. T. Woo, S. Fischer, and G. Hughes. "Structural Factors in Economic
    Reforms of Sweden. *Economic Policy* 9.18 (1994): 101-145. Print.

Examples of MLA Works Cited entries

Look for your source in the table below, then find the numbered example on the following pages where examples are grouped according to type. Each grouping of examples has a template and explanatory notes.

Examples for online material are included in the groups, not presented as a separate list. To help you, the numbers of the online examples have been formatted in bold in the table below.

If you don't know where to start, look under the material type and if there is a relevant online example, it will be included in that grouping. If your source is in print and the example is for online (or vice versa) you can still use the example, just modify it for the version you accessed.

If you aren't clear how to format the individual parts of the entry, return to the beginning of this section for instructions on formatting author, title, and so on.

If you can't find an example in this table or on the following pages that matches your source, look for one in a similar category and customise to fit your particular material.

TYPE OF SOURCE	EXAMPLE NO.	TYPE OF SOURCE	EXAMPLE NO.
Audiobook (CD, audio file)	7, **8**	Online discussion	**34, 35, 36, 37**
Blog post	**37**	PDF posted on website	**70**
Book, print basic	1	Personal communication	38
Book, different edition	2	Podcast	**39**
Book, edited collection	3	PowerPoint slideshow	**21**
Book, edited collection chapter	4	Radio broadcast	53
Book, multi-volume	2	Report	40, **41**
Book, online/e-book	**5, 6**	Review	42, **43**
Brochure	**10**	Secondary source	74
Conference material, presented	11	Software, App	**44, 45**
Conference material, published	**12**, 13	Speech, Performance, live	46, 47
E-book	**5, 6**	Speech, Performance, recorded	48, 49, **50, 51**
Email, Letter	38	Television current affairs broadcast	52
Encyclopedia entry	14, **15, 16**	Television series episode	54, **55**, 56, 57
Exhibition catalogue	9	Thesis	58, **59**
Facebook post	**36**	Tweet	**35**
Film	62	Video file, post	**22, 50, 60, 61**
Interview transcript	**17**	Video, Film, DVD, studio production	62, 63, 64, **65**
Journal article	18, **19, 20**	Video game	66
Lecture or class material	**21, 22**, 23	Visual artwork, original	67
Map, chart, diagram	24, **25**	Visual artwork, reproduction	68, **69**
Media release	**26**	Website document (stand-alone)	**70**
Music recording (CD, LP, online)	31, **32**, 33	Website page/post (general)	**71, 72**
Newspaper, magazine article	27, 28, **29, 30**	Website (general)	**73**

Book, print   MLA

TEMPLATE	**Author. *Title*. City: Publisher, Year. Publication medium.**
EX **1**	**BASIC** Winton, Tim. *Dirt Music*. Sydney: Picador, 2001. Print.
EX **2**	**DIFFERENT EDITION or MULTI-VOLUME** Goh, Lee. *African Voyages*. 2nd ed. Vol. 2. Montreal: Greyguides, 1984. Print.
EX **3**	**EDITED COLLECTION** Mills, Alice, and Jeremy Smith, eds. *Utter Silence*: *Voicing the Unspeakable*. New York: Peter Lang, 2001. Print.
EX **4**	**CHAPTER FROM EDITED COLLECTION** Chapter author Chapter title Book title Brown, Janet. "Silence, Taboo and Infectious Disease." *Utter Silence*: *Voicing the Unspeakable*. Ed. Alice Mills and Jeremy Smith. New York: Peter Lang, 2001. 83–91. Print . ↑ Chapter page range Book editor/s (Given name then surname)

NOTES

- BASIC: Give author, title (italics), place and name of publisher and year, and publication medium.

- DIFFERENT EDITION: Add edition description after title. Edition information is only given for editions other than the first. If no edition statement is shown on the book, assume it is the first (and no statement needed).

- MULTI-VOLUME: Add volume number/s after title. Give all volumes (e.g., '3 vols.') if you are citing a whole work; or the volume number if citing an individual volume (e.g., 'Vol. 2').

- EDITED COLLECTION: Give editor/s in author position followed by 'ed.' or 'eds'.

- CHAPTER FROM EDITED COLLECTION: Give chapter author and title (in quotation marks). Give book title (italics). Give editor/s name/s (given name then surname) preceded by 'Ed.'. Add page range of chapter in round brackets (no italics) after publication information.

Book, online, e-book   MLA

TEMPLATE	**Author. *Title*. City: Publisher, Year. *Website/Database Name* (if accessed online). Publication medium. Retrieval date (if accessed online).**
EX **5**	**LIBRARY E-BOOK** Hampden-Turner, Charles, and Fons Trompenaars. *Building Cross-Cultural Competence: How to Create Wealth from Conflicting Values*. New Haven: Yale University Press, 2000. *EBSCOhost*. Web. 23 Dec. 2013.
EX **6**	**ACCESSED VIA E-READER** Fitzgerald, F. Scott. *The Great Gatsby*. New York: Simon and Schuster, 2003. Kindle file.

NOTES

- Treat as for a print book, including publisher information.

- If accessed online, add website/database name, 'Web' as publication medium, and retrieval date.

- If accessed offline as a digital file, add file type as publication medium. Retrieval date not required.

Book, audio recording MLA

TEMPLATE	**Author. *Title*. Narr. Recording label, Year. *Website Name* (if online). Publication medium. Retrieval date (if online).**
EX 7	**CD** FitzSimons, Peter. *Kokoda*. Narr. Lewis FitzGerald. ABC Audio, 2013. CD.
EX 8	**ONLINE** Dickens, Charles. *Oliver Twist*. Narr. Peter Batchelor. Trout Lake Media, 2013. *Audible*. Web. 15 Aug. 2013.

NOTES

- Give author and title. Add reader's name after title preceded by 'Narr.' (abbreviation of 'Narrator').
- Give name of recording label/publisher.
- If accessed online, give name of website and date of retrieval.

Brochure, pamphlet or catalogue MLA

TEMPLATE	**Author. *Title*. City: Publisher, Year. *Website Name* (if online). Publication medium. Date retrieved (if online).**
EX 9	**EXHIBITION CATALOGUE (PRINT)** Taylor, Elena. *Australian Impressionists in France*. Exhibition catalogue. Melbourne: National Gallery of Victoria, 2013. Print.
EX 10	**BROCHURE (ONLINE)** Parks Victoria. *Fire Ecology in the Grampians.* Melbourne: Author, 2004. *Brambuk National Park and Cultural Centre*. Web. 18 Dec. 2013.

NOTES

- Give publication year or date as shown on document. Give title in italics.
- If publisher is also the author, use 'Author' to stand for author's name.
- ONLINE: Add website name (italics) before publication medium, Web and retrieval date.

Conference paper presented (unpublished) MLA

TEMPLATE	**Presenter. "Title of Paper." Meeting Name. Location. Day Month Year. Format.**
EX 11	Wenzel, Barry Q. "Films of Fellini." Annual Meeting of the Society for Cinema Studies. Ballarat, Australia. 4 June 1998. Presentation.

NOTES

- Give presenter's name, title of paper (quotation marks), followed by name of meeting and organisation, location and date. Add description (examples, Speech, Lecture or Presentation).

TEMPLATE	**Author. "Title of Paper." *Proceedings of Name of Conference.* Ed. Editor. City: Publisher, Year. Page range of paper. *Website Name* (if online). Publication medium. Retrieval date (if online).**
EX 12	**PAPER IN PROCEEDINGS** Carbone, Angela et al. "Designing Programming Tasks to Elicit Self-Management Metacognitive Behaviour." *Proceedings of the International Conference on Computers in Education.* Ed. B. Werner. Los Alamitos: IEEE Computer Society, 2002. 533-34. *IEEE Xplore.* Web. 22 Jan. 2014.
EX 13	**WHOLE PROCEEDINGS** Murphy, C. "Job Design and Leadership." *Proceedings of the 12th Annual Conference of the International Employment Relations Association.* Ed. Gordon Stewart and Paul Hyland. Rockhampton: CQU, 2004. 1–13. Print.

NOTES

- Treat like a book chapter from an edited collection. Give author/s of paper, title of paper (in quotation marks), title and editor of proceedings, publication information, page range and publication medium.
- ONLINE: Add website name before publication medium ('Web') and give date of access.
- If using the whole proceedings as a source, treat like a book (edited collection).

TEMPLATE	**Author. "Title of Entry." *Title of Work.* City: Publisher, Year. Publication medium. Retrieval date (if online).**
EX 14	**PRINT** Reed, D. L. "Black Holes." *The Encyclopedia of Science.* 3rd ed. Vol. 4. New York: Academic Resources, 2003. 501–08. Print.
EX 15	**E-BOOK** McColl, Graham. "Abba." *Encyclopedia of Music in the 20th Century.* Ed. Lee Stacy and Lol Henderson. London: Routledge, 2014. Kindle file.
EX 16	**ONLINE** "Watergate Scandal." *Encyclopedia Britannica Online.* 2012. Web. 11 Dec. 2013.

NOTES

** **Check with your teacher or lecturer before using *Wikipedia* as a reference source.**

- Treat like a chapter from a book. (If using the whole work, treat like a book.)
- Give author of entry if one is named, otherwise begin with title.
- Give title of entry (in quotation marks) and title of whole work (italics).
- Add page, edition and volume numbers (if applicable) after title for print (and print versions online).
- Place and publisher are not needed for widely used reference works; just give year.

TEMPLATE	**Interviewee. "Title." By Interviewer. Day Month Year. *Title of Whole Work. Website Name* (if online) Publisher, Date. Publication medium. Retrieval date (if online)**
EX **17**	**ONLINE (TRANSCRIPT)** Armstrong, Neil A. "An Interview with Neil Armstrong." By S. E. Ambrose. 19 Sept. 2001. Transcript. *Johnson Space Center Oral History Project. NASA.* NASA, 2001. Web. 8 Nov. 2013.

NOTES

- Interviews can be used as references if recoverable by your reader (e.g., transcripts or audio/video files/recordings). Treat private or informal interviews as personal communications (See Ex 38).

- Give the interviewee's name at the beginning of the entry. Give the title, if there is one, in quotation marks followed by the interviewer's name. If no title, use the statement 'Interview by' and the interviewer's name. Format the rest of the entry according to the category of material accessed.

Journal article   **MLA**

TEMPLATE	**Author. "Title of Article."** *Journal Name* **vol.issue (Year): Page range. Publication medium. Retrieval date (if online).**
EX **18**	**PRINT** Author — Article — Journal Name — Volume — Issue — Year — Pages — Medium Normoyle, C. "Nurses' Wellbeing." *Australian Nursing Journal* 20.10 (2013): 30–33. Print.
EX **19**	**ONLINE** Moran, Wendy. "Enhancing Understanding of Teaching and the Profession Through School Innovation Rounds." *Australian Journal of Teacher Education* 39.3 (2014). Web. 23 Jan 2014.
EX **20**	**ABSTRACT** Davinder Parsad, Sunil Dogra, and Amrinder Jit Kanwar. Abstract. "Quality of Life in Patients with Vitiligo." *Health and Quality of Life Outcomes* 1.58 (2003): 58. *PubMed.* Web. 10 Sept. 2013.

NOTES

- Give author and title of article (quotation marks). If source is an abstract, letter or review, add 'Abstract', 'Letter to the editor' or 'Review of …' (name the work being reviewed)' after author.

- Give journal name in italics. Give volume and issue numbers separated by a full stop, no space between. Give year of publication in round brackets, a colon and page range (if pages are shown).

- ONLINE: Add website name (if different from name of journal) before publication medium (Web).

TEMPLATE	**Author. "Title." Description. *Website Name* (if online). Publisher, Year/Date. Publication medium. Retrieval date (if online).**
EX 21	**ONLINE DOCUMENT/FILE** Barrett, Keith. "Cell Structure." PowerPoint slides. *Barrett College.* Barrett Education*,* 19 June 2010. Web. 2 July 2013.
EX 22	**ONLINE LECTURE** Lucas, Jennifer. "Drought Tolerant Plants: Introductory Lecture." Video file. *YouTube.* YouTube, 4 Sept. 2012. Web. 6 Sept. 2012.
EX 23	**PRINT HANDOUT** Huang, Lee "The Cost of Retribution." Lecture material, Ethics 123, Central University, Townsville. 5 March 2012. Lecture.

NOTES

** Check with your teacher or lecturer before including lecture/class material in the Works Cited list.

   LIVE CLASSES, LECTURES AND PRESENTATIONS*:* These are not recoverable so are not included in the reference list. Treat as personal communications; e.g., '*…* in a lecture on chaos theory (M. Green, personal communication, May 1, 2009) …'

- ONLINE LECTURES AND PRESENTATIONS*:* These are recoverable so they can be included in the reference list if permitted by your teacher or lecturer. Treat according to publication type (e.g., video post, podcast, stand-alone document, etc.).

- PRINT CLASS MATERIAL, HANDOUTS: If permitted for use as a source, treat as above.

TEMPLATE	**"Title". Description. *Title of Work* or *Website Name* (if online). Publisher, Year. Publication medium. Retrieval date (if online).**
EX 24	**PRINT** "Old Hobart Town." Chart. *Colonial Settlement in Tasmania.* By P. E. Timms. Hobart: Tiger Press, 2006. 13. Print.
EX 25	**ONLINE** "City of Casey: Local Council Boundaries." Map. *Victorian Electoral Commission.* Victorian Electoral Commission, 2012. Web. 18 Nov. 2013.

NOTES

- PRINT: Give the title of the item in quotation marks. (If no title or caption, give a short description without quotation marks.) Give a description of its form (e.g., 'Map', 'Chart'), followed by the title, author, publication details, and page of the work containing it.

- ONLINE: Give the title of the item in quotation marks. (If no title or caption, give a short description without quotation marks.) Give a description of its form (e.g., 'Map', 'Chart'), followed by website name, website publisher and year, publication medium, and retrieval date.

Media release MLA

TEMPLATE	**Author. *Title*. Description. *Website Name* (if online). City: Publisher (or just publisher if online), Day Month Year. Publication medium. Retrieval date (if online).**
EX 26	**ONLINE** Qantas. *Response to Industrial Action*. Media release. *Qantas*. Qantas, 29 Oct. 2011. Web. 30 Oct. 2011.

Newspaper, magazine article MLA

TEMPLATE	**Author. "Article Title." *Newspaper/Magazine Name* [City (if not in name)] Day Month Year: page. Publication medium. Retrieval date (if online).**
EX 27	**BASIC** Hunt, Jim. "Assassin Kills Kennedy." *Chicago Tribune* 22 Nov. 1963: 1+. Print.
EX 28	**SEPARATE SECTION** Rousseau, Nina. "Arrival of the Spice Setters." *Age* [Melbourne] 3 June 2008, Epicure sec.: 4. Print.
EX 29	**ONLINE REPLICA OF PRINT EDITION** Craig, Brian. "Australia and the World Shares Mrs Holt's Sorrow." *Australian Women's Weekly* 10 Jan. 1968: 2–3. *Trove.* Web. 8 Dec. 2013.
EX 30	**ONLINE EDITION** Rosen, Len. Letter. "Occupy Starbucks." *New York Times*. New York Times, 22 Jan. 2014. Web. 23 Jan. 2014.

NOTES

- Give author, or start with title if no author.
- Give title (quotation marks). If needed, add description (e.g., Letter) before title, or give alone.
- Give newspaper/magazine name (italics). Omit 'The' if at beginning. If city is not in name, add this in square brackets, no italics. If separate section, add name (no italics) after title.
- Give date of publication followed by page numbers (no 'p.' or 'pp.'). If non-consecutive, add plus sign (Ex 27).
- ONLINE: Give website name (italics), publisher of website, date of publication, medium of publication (Web), and retrieval date. If article is a digital replica of print edition, include page numbers.

Music recording   MLA

TEMPLATE	Performer. "Title of Song." By A. Writer (if different from performer). *Title of Album.* Label, Year. *Website Name* (if online). Form. Retrieval date (if online).
EX 31	**SINGLE TRACK (LP)** Sinatra, Frank. "Autumn in New York." By Vernon Duke. *Come Fly With Me.* Capitol, 1958. LP.
EX 32	**SINGLE TRACK (ONLINE)** Sebastian, Guy. "Big Bad World." *Armageddon.* Sony Music Australia, 2012. *Apple iTunes.* Web. 12 Jan. 2014.
EX 33	**ALBUM (CD)** Perry, Katy. *Prism.* Capitol, 2013. CD.

NOTES

- SINGLE TRACK/SONG: Give name of performer and title of song (in quotation marks). Give name of songwriter if different from performer. Give album title (italics), and name of recording label and year. Add form (e.g., LP, CD, Web, etc.).

- WHOLE ALBUM: Give name of performer, album title (italics), label and year, and form.

- ONLINE: Give website name before publication medium ('Web') and give retrieval date. If available originally in another form, add original publisher (label) and year.

Online discussion, social media   MLA

TEMPLATE	Author. (screen name). "Title." Form. *Website Name.* Day Month Year of post. Web.
EX 34	**ONLINE COMMENT** GeekBoy. "Re: Who's messing with Twitter search?" Online forum comment. *Techcrunch.* 9 Oct. 2008. Web.
EX 35	**TWEET** West, Kanye. (kanyewest). "Thank you, Mandela, for your life's work and may it serve as a guiding light to illuminate our future." Tweet. *Twitter.* 9 Dec. 2013. Web.
EX 36	**FACEBOOK POST** Coles Supermarkets. "Good News: In another national supermarket first, we're pleased to announce 100% of our Coles Brand fresh chicken is now RSPCA Approved." Facebook post. *Facebook.* 2 Jan. 2014. Web.
EX 37	**BLOG POST** Daly, Michael. "Pennsylvania student proves you could buy ingredients for a WMD on Amazon." Blog post. *The Daily Beast.* 28 Jan. 2014. Web.

NOTES

This category covers posts and comments that are recoverable (i.e., open access). Posts that are protected by privacy settings should be treated as personal communications; see Ex 38).

- Give real name. Add screen name (if one) in round brackets, or give alone if real name unknown.

- Give post/comment/tweet as the title (in quotation marks).

- Add form (e.g., 'Tweet', 'Facebook post', 'Photograph', etc.) title. (Use 'Twitter page' or 'Facebook page' if using someone's entire feed/timeline as a source.)

- Give date of post/comment/tweet. Retrieval date is not necessary for items with a specific associated date

(e.g., individual tweets, posts, etc.), but is necessary for whole feeds/pages.

Personal communication MLA

TEMPLATE	**Communicator. Communication type with the author. Day Month Year. Form.**
EX **38**	Gerlich, Erin. Personal communication with the author. 7 June 2008. Email.

NOTES

- This treatment applies to communications (between you and another person) such as letters, emails, conversations, personal interviews, or posts/comments on social media or other sites protected by privacy settings.
- Give the name of the communicator (seek approval) and use the description 'Personal communication with the author' (i.e., you). Give the date of the communication and the form (e.g., 'Email', 'Message').

Podcast MLA

TEMPLATE	**"Episode Title." Principal contributor. *Podcast Title*. Publisher, Day Month Year. File type.**
EX **39**	"Casualties in the Supermarket War." Pres. Hagar Cohen. *Background Briefing*. ABC Radio National, 29 Dec. 2013. MP3 file.

NOTES

- Give title of podcast episode (in quotation marks). Give role and name of principal contributor. Give title of podcast/program (italics).
- Give publisher, date of publication, and publication medium (Web) or file type if accessed offline.

Report MLA

TEMPLATE	**Author. *Title.* Series number. City: Publisher, Year. Publication medium.**
EX **40**	**PRINT** Australian Institute of Health and Welfare. *Australia's Health 2004*. AIHW Cat. No. AUS 44. Canberra: Author, 2004. Print.
EX **41**	**ONLINE** City of Ballarat. *Annual Report. City of Ballarat*. City of Ballarat, 2011. Web. 12 Jan. 2014.

NOTES

- Give author. Give title of report in italics. Add any series name or number (no italics) after title.
- Give publication details. If published by author, use the word 'Author' for publisher name.
- ONLINE: Add website name (italics), publisher and publication date, publication medium ('Web'), and retrieval date.

Review

TEMPLATE	Reviewer. (Year/Date). "Title of Review." Rev. of *Title of Work Reviewed*, role and Name of Principal Contributor. *Title of Work containing review.* Date of publication. Publication medium. Retrieval date (if online).
EX 42	**FILM REVIEW (PRINT NEWSPAPER)** Schembri, Jim. Rev. of *Australia*, dir. Baz Luhrmann. *Age* [Melbourne] 10 Nov. 2008: 8. Print.
EX 43	**THEATRE REVIEW (ONLINE)** Croggon, Alison. Rev. of *Private Lives,* by Noel Coward. Melbourne Theatre Company. Southbank Theatre, Melbourne. *Guardian Australia* 31 Jan. 2014*.* Web. 7 Feb. 2014.

NOTES

- Give author and date of review.
- Give title of review (quotation marks) followed by 'Rev of', the title of work being reviewed (italics) and the role/s and name/s of the primary contributor/s. If review has no title, give description alone.
- Format remaining parts according to the publication type (e.g., newspaper article, online post, etc.).
- ONLINE: Add website name before publication medium ('Web') and retrieval date.

Software, app

TEMPLATE	Title of Software (Version number). Form. *Website Name* (if online). Company, Year. Publication medium. Retrieval date (if online).
EX 44	Weather Flow (Version 1.5.0). Mobile phone application. *Windows Phone.* Microsoft, 2013. Web. 12 Dec. 2013.
EX 45	Dolphin (Version 4.0.2). Computer software. *Official Dolphin Emulator.* Dolphin Emulator Project, 2013. Web. 14 Jan. 2014.

NOTES

- Only give reference entries for specialised software with limited distribution, No reference entry is needed for standard software and programming languages.
- Give title of software followed by version number in round brackets. Add description after version number. Give name of company and year of production. If accessed online, add website name before publication medium ('Web') and retrieval date.

Speech, performance, live

TEMPLATE	Performer/Speaker. *"Title of Performance." Title of Whole Work.* Venue, City. Day Month Year of performance. Form.
EX 46	Andrews, Martin. "The Poems of Philip Larkin." *Poetry Live.* Federation Square, Melbourne. 15 June 2012. Reading.
EX 47	Perfect, Eddie. *Misanthropology*. The Famous Spiegeltent, Sydney. 13 Jan. 2011. Performance.

NOTES

- Give speaker/performer at beginning of entry.
- Give title in italics if it is a stand-alone production. If part of a larger work, or if a speech or lecture, use quotation marks.
- Give name and location of venue, date of performance, and form (e.g., Reading, Address, Lecture, Performance).

TEMPLATE	**Performer. "Title."** ***Title of whole work*** **(where applicable)***.* **Date recorded. Label, Year (or** ***Website Name*** **and date, if online). Publication medium. Date retrieved (if online).**
EX **48**	**PERORMANCE (CD)** Seinfeld, Jerry. *I'm Telling You for the Last Time: Live on Broadway.* Recorded 9 Aug. 1998. Universal, 1998. CD.
EX **49**	**SPEECH RECORDING (VINYL)** Churchill, Winston. "In a Solemn Hour." *Winston Churchill: A Selection from his Famous Wartime Speeches.* Recorded 19 May 1940. Decca, 1964. LP.
EX **50**	**SPEECH RECORDING (ONLINE VIDEO)** Kennedy, John F. "Ich bin ein Berliner (I am a Berliner)." Recorded 26 June 1963. Video clip. *American Rhetoric.* American Rhetoric, 17 June 2009. Web. 14 Nov. 2013.
EX **51**	**SPEECH RECORDING (ONLINE AUDIO)** King, Martin Luther, Jr. "I Have a Dream." Recorded 28 August 1963. Audio clip. *King Institute.* The King Center, 2013. Web. 6 Jan. 2014.

NOTES

- Give speaker/performer at beginning of entry.
- Give title of whole show/performance in italics. Give title of speeches/acts in quotation marks.
- Give date of recording, description of form and label and year of publication.
- ONLINE: Add website, publisher, publication medium, and date of access.

TEMPLATE	***Title of Program.*** **Role and Principal Contributor. Broadcast or publication details. Publication medium.**
EX **52**	**TELEVISION BROADCAST** *A Current Affair.* Nine Network, Melbourne, 12 Nov. 2013. Television.
EX **53**	**RADIO BROADCAST** *Sunday Profile.* Pres. Monica Attard. ABC Radio 774, Melbourne, 18 Aug. 2009. Radio.

NOTES

- Give program title (italics) and role and name of series principal contributor/s.
- Give broadcast station, city and broadcast date and publication medium 'Television' or 'Radio'.

TEMPLATE	"**Title of Episode."** Role and Principal Contributor. *Title of Series.* Role and Principal Contributor. Broadcast or publication details. *Website Name* (if online). Publication medium. Retrieval date (if online).
EX 54	**TELEVISION BROADCAST** "Application Anxiety." Dir. Gail Mancuso. *Gilmore Girls*. Nine Network. WINTV, Ballarat. 13 Sept. 2005. Television.
EX 55	**ONLINE VIDEO** "The Eternity Ring." Dir. Stuart Orme. Television series episode. *Foyle's War.* Prod. J. Green. *ABC iview*. Australian Broadcasting Corporation, 2014. Web. 12 Dec. 2013.
EX 56	**DVD (SINGLE EPISODE)** "Madrigal." Dir. Michelle MacLaren. Television series episode. *Breaking Bad.* Prod. Vince Gilligan. Sony Pictures Home Entertainment, 2012. DVD.
EX 57	**DVD (WHOLE SERIES)** *Breaking Bad.* Prod. Vince Gilligan. Television series. Sony Pictures Home Entertainment, 2008–13. DVD.

NOTES

- Give episode title (quotation marks); role and name of episode's principal contributor/s (e.g., director and/or writer); series title (italics); and role and name of series principal contributor/s. Various roles have been added to the examples above to show options.
- BROADCAST: Give network, station, city and broadcast date and publication medium 'Television'.
- ONLINE: Give website, publisher and year, publication medium ('Web') and retrieval date.
- DVD: Give studio and year of production (or year range for whole series).

TEMPLATE	Author. "**Title of Thesis."** Description. Institution, Year. *Website Name* (if online). Publication medium. Retrieval date (if online).
EX 58	**PRINT** Reid, John Maxwell. "A Cognitive Study Of Dysfunctional Driving Behaviours." Doctoral thesis. University of Melbourne, 1998. Print.
EX 59	**ONLINE** Ryan, David Andrew. "Crowd Monitoring Using Computer Vision." Doctoral thesis. Queensland University of Technology, 2013. *QUT ePrints*. Web. 26 Jan. 2014.

NOTES

- PRINT: Give title in quotation marks, followed by description and name and location of institution.
- ONLINE: Add database or repository name before publication medium ('Web') and retrieval date.

Video post   MLA

TEMPLATE	**Poster. "Title*.*" Online video clip. *Website Name*. Publisher, publication date. Publication medium. Retrieval date.**
EX 60	MarinaHD2001. "Bizkit the Sleep Walking Dog." Online video clip. *YouTube*. YouTube, 10 Feb. 2009. Web. 18 June 2012.
EX 61	National Aeronautics and Space Administration. "Robonaut Supports Telemedicine Advances." Online video clip. *YouTube*. YouTube, 18 May 2013. Web. 16 Jan. 2014.

NOTES

** See also Examples 22 and 50.

- Give real name plus screen name in round brackets, or just screen name if real unknown.

- Give title in quotation marks. Add description; e.g., 'Online video clip.'

- Give name of website hosting the clip, and publisher and date of publication.

- Give publisher/sponsor of website and date of publication (posting).

- Give publication medium as 'Web'.

- Give date of retrieval.

Video, film production (studio production)   MLA

TEMPLATE	*Title*. Role Primary Contributor. Distributor/Studio, Year. *Website Name* (if online). Form.
EX 62	**FILM** *Back to the Future*. Dir. Robert Zemeckis. Universal Pictures, 1985. Film.
EX 63	**DVD/BLU-RAY RELEASE** *Man of Steel*. Dir. Zach Snyder. Warner Bros, 2013. Blu-Ray.
EX 64	**DVD/BLU-RAY REISSUE** *Vertigo*. Dir. Alfred Hitchcock. 1958. Universal Home Entertainment, 2003.
EX 65	**ONLINE** *Argo.* Dir. Ben Affleck. Warner Bros, 2012. *Apple iTunes*. MP3 file.

NOTES

- FILM: Give title (italics), role and name of primary contributor (e.g., director or writer), and studio and year of release. (Various roles have been added to the examples above to show options.}

- DVD/BLU-RAY: If re-issue of an earlier studio version, add original release year.

- ONLINE: Add website name before publication medium (either 'Web' or file type, depending on how the work was accessed by you).

Video game MLA

TEMPLATE	*Title*. Description. Publisher, Year. Form.
EX 66	*Doom*. Video game. id software, 1993. CD-ROM.

NOTES

• Give title (italics) followed by description (no italics).

• Give name of company and year of release.

• ONLINE: Add website name before publication medium ('Web') and retrieval date.

Visual artwork MLA

TEMPLATE	Artist. *Title of Artwork*. Year. Medium. Gallery/Museum, City.
EX 67	**ORIGINAL** Brack, John. *The Fish Shop.* 1955. Oil on composition board. Heide Museum of Modern Art, Melbourne.
EX 68	**PRINT REPRODUCTION** Brack, John. *The Fish Shop.* 1955. Oil on composition board. Heide Museum of Modern Art, Melbourne. *Australian Artists*. Ed. Howard Bryant. Melbourne: Larwitt, 1993. 46. Print.
EX 69	**ONLINE REPRODUCTION** Brack, John. *The Fish Shop.* 1955. Oil on composition board. Heide Museum of Modern Art, Melbourne. *NGV*. Web. 12 Jan. 2014.

NOTES

• ORIGINAL: Give artist, title (italics), year, medium, and name and city of gallery.

• PRINT REPRODUCTION: Treat as for original and add title, author and publication details of the book containing the reproduction, including the page or plate number of where the artwork appears and publication medium ('Print').

• ONLINE REPRODUCTION: Treat as for original and add website name and publication medium ('Web') and date of access.

Website document (PDF) MLA

TEMPLATE	Author. *Title.* City: Publisher, Year*. Website Name*. Web. Retrieval date.
EX 70	Parks Victoria. *Fire Ecology in the Grampians.* Melbourne: Parks Victoria, 2004. *Brambuk National Park and Cultural Centre*. Web. 18 Dec. 2013.

NOTES

• Give the author, title (italics) and publication details of document, not the site host (which may be different).

• ONLINE: Give name of website where document was accessed. Add the website name, medium (Web) and retrieval date.

TEMPLATE	**Author. "Title of Post or Page."** *Website Name.* **Publisher/Sponsor of website, publication date. Publication medium. Retrieval date.**
EX 71	Australia. Department of Health and Ageing. "Aged Care." *YourHealth.* Dept. of Health and Ageing, 2009. Web. 27 Dec. 2009.
EX 72	Fry, Stephen. "An Open Letter to David Cameron and the IOC." *The New Adventures of Mr Stephen Fry.* Stephen Fry, 7 Aug. 2013. Web. 9 Aug. 2013.

NOTES

- Give the name of the person or group who created the post or page, and the title in quotation marks. If there is no title, give a short descriptive phrase (no quotation marks).
- Give the name of the website, the publisher/sponsor of the site, and the year or specific date of the post or page (as displayed on the individual post or page).
- Give publication medium ('Web') and retrieval date.

Website   **MLA**

TEMPLATE	**NO WORKS CITED ENTRY REQUIRED**
EX 73	The video-sharing website YouTube (http://www.youtube.com) is … ← **IN TEXT ONLY**

NOTES

- When making a general reference to a website as a whole (i.e., not to a specific document, page or post on the site), give the URL in round brackets after the mention; no reference entry is needed.

Secondary source   **MLA**

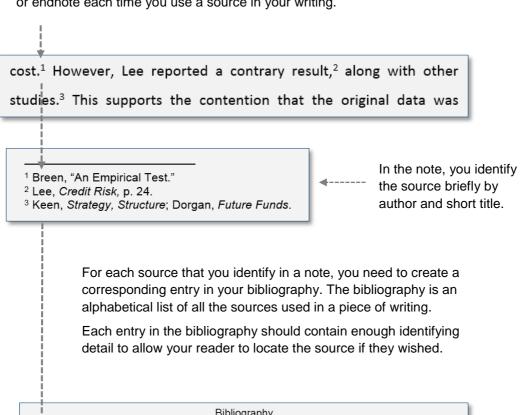| **EX 74**	**IN YOUR WRITING** Hilferty[1] describes the nature of teacher professionalism as 'an evolving idea that responds to political, social & historical contexts' (qtd. in Meldrum and Peters 109). **FOOTNOTE (ORIGINAL SOURCE)** 1. Fiona Hilferty. "Teacher Professionalism and Cultural Diversity: Skills, Knowledge and Values for a Changing Australia." *Australian Educational Researcher* 35.3 (2008): 53–70. **WORKS CITED ENTRY (SECONDARY SOURCE)** Meldrum, Kathryn, and Jacqui Peters. *Learning to Teach Health and Physical Education: The Student, the Teacher and the Curriculum.* Sydney: Pearson Australia, 2012.

NOTES

- When using a source that you found in another (secondary) source, refer to the original in your writing but add its details as a footnote only. Give a Works Cited entry and in text citation for the source you accessed (the secondary source).
- To make it clear that you have used a secondary source, include 'cited in' (or 'qtd. in' for a quotation) in the in text citation.

Chicago note citation style

This section gives advice on Chicago note citation style based on *The Chicago Manual of Style* (16th ed., 2010). For more detail or extra clarification, consult the manual in print at the Library.

Overview of Chicago note citation style

Chicago note is a note citation style. This means that you create a footnote or endnote each time you use a source in your writing.

cost.[1] However, Lee reported a contrary result,[2] along with other studies.[3] This supports the contention that the original data was

---
[1] Breen, "An Empirical Test."
[2] Lee, *Credit Risk*, p. 24.
[3] Keen, *Strategy, Structure*; Dorgan, *Future Funds*.

In the note, you identify the source briefly by author and short title.

For each source that you identify in a note, you need to create a corresponding entry in your bibliography. The bibliography is an alphabetical list of all the sources used in a piece of writing.

Each entry in the bibliography should contain enough identifying detail to allow your reader to locate the source if they wished.

Bibliography

Anderson, Tania D. *Panel Data: A Primer*. New York: Paragon, 1985.

Baxter, B. H. *Models of Econometric Analysis*. Sydney: Wiley, 2005.

Breen, H. P. "An Empirical Test of the Impact of Managerial Self-Interest on Corporate

 Capital Structure." *Journal of Finance* 43, no. 2 (1977): 271-281.

Chen, J. J. "Determinants of Capital Structure of Swedish Companies." *Journal of*

 Business Research 27, no. 12 (2004): 41-52.

Dorgan, Deita. *Future Funds*. Melbourne: Penguin, 1972.

Hillsdon, Maria. *Basic Econometrics*. 4th ed. Sydney: Hill, 2004.

—. *Computational Methods*. Melbourne: Lansdowne, 2004.

—. *Statistical Analysis Primer*. Melbourne: Lansdowne, 2002.

Johnson, A., and S. Hanson. "Determinants of Capital Structure: Theory vs Practice."

 Scandinavian Journal of Management 11, no. 2 (1995): 91-102.

Keen, Rex P. *Strategy, Structure and Economic Performance*. Cambridge: Harvard

 University Press, 2004.

Lee, Bung L. *Credit Risk and High Yield Bonds*. New York: Wiley, 1982.

How to create Chicago-style note citations

Basic treatment (Chicago note)

As explained in the Chicago-style overview, you need to insert a brief reference into your writing as a footnote or endnote each time you use a source.

YOUR WRITING →

> cost.[1] However, Lee reported a contrary result,[2] along with other studies.[3] This supports the contention that the original data was

NOTE CITATIONS →

> _____
> [1] Breen, "An Empirical Test."
> [2] Lee, *Credit Risk,* p. 24.
> [3] Keen, *Strategy, Structure*; Dorgan, *Future Funds.*

The footnote or endnote is made up of author and title (shortened if long). Page numbers are added when you are referring to a specific part of the source.

1. Author, Title, Page.

- Insert the footnote or endnote reference into your writing immediately after the punctuation mark that ends the sentence (or part of sentence) where you have used the source.
- Give the author's surname and title separated by a comma.
- Shorten title to first three or four words. Use italics or quotation marks as in bibliography entry.
- Add page (or figure or table) number if quoting from or referring to a specific part of source.
- End with a full stop.

Multiple sources in same note (Chicago note)

> 1. Jones, *Logistics*, p. 349; Ling, *Systems Analysis*.

- List sources alphabetically. Separate by a semi-colon.

Using 'ibid.' (Chicago note)

> 1. Higgins, *Narrative Fiction*, p. 24.
> 2. Ibid., pp. 34–36.   ← **'IBID.' STANDS FOR REPEATING PARTS (AUTHOR AND TITLE)**

- If a source appears in successive notes, you can use 'ibid.' (use capital letter to start if it begins the note) to stand for identical parts of the immediately preceding note.
- 'Ibid.' is an abbreviation of the Latin word 'ibidem' meaning 'in the same place'.
- Use 'ibid.' to stand for as much of the previous note is identical (e.g., in the second note above it stands for the author *and* title of the previous note.)
- Do not use 'ibid.' if the previous note contains more than one source.

More than one author (Chicago note)

2–3 AUTHORS

> 1. Hendricks and Angwin, *Economic Theory*, p. 34–45.
> 2. Fewster, Smith, and Ling, *Restructuring China*.

- Name all authors.
- Join last author by 'and'. Separate three authors by commas.

4 OR MORE AUTHORS

> 1. Donat et al., "A Legacy for the Masses."

- Name first author only followed by 'et al.' (a Latin abbreviation meaning 'and others').

Group author (government or organisation)

> 1. Amnesty International, *Afghanistan in Turmoil*.
> 2. National Aeronautics and Space Administration (NASA), *Mars Project*, pp. 21–35.
> 3. NASA, *Lunar Module Plan*.

- Give the full name of the group.
- If the group has a long name and you are citing it many times, give an abbreviation in round brackets after the full name the first time you use it (note 2, above) and later give just abbreviation (note 3).

No author (Chicago note)

> 1. "Last Gasp," p. 76.
> 2. *Reading Rates*, p. 23.

- Give the first 2–3 words of title. Use italics or quotation marks as used in bibliography entry.

Page numbers (Chicago note)

BASIC TREATMENT

> 1. Hendricks and Angwin, *Economic Theory*, p. 34–45.

- Add page or other location/ label references when quoting from or referring to a specific part.
- Add after the title, separated by a comma.
- Use 'p.' before a page, 'pp.' before a page range, and 'para.', 'Chapter', Figure', or 'Table'.

NO PAGE NUMBERS

> 1. Duer, *History Wars*, under heading "Introduction," para. 12.

- If no page numbers are shown on the source, give paragraph number/s if these are shown.
- If no paragraph numbers, give closest heading and paragraph number/s (as counted by you).

How to create Chicago-style bibliography entries

As explained in the Chicago style overview, each source referred to in a note citation needs a corresponding entry in the bibliography. This entry should contain enough identifying information about the source to allow it to be located by someone else. The information is presented as parts in a set order to help the reader identify at a glance which piece of information relates to which part.

A basic Chicago bibliography entry is made up of the following parts.

AUTHOR + **TITLE** + **PUBLISHER INFORMATION** + **YEAR** OR **DOI** OR **ACCESS DATE and URL**

All the details you need for each part will be found on the source itself. Instructions and examples of how to format each part are given over the page.

AUTHOR *Who created the source?*	• This identifies the creator or principal contributor of the source. • It could be a person or a group (organisation or government). • Some sources may have more than one author.
PUBLICATION YEAR/DATE *When was the source published?*	• This identifies the year or specific date the source was made available in the version you accessed. Use the copyright year/date if this is shown. • For online sources, it is the year or specific date the content was created (for a page or document) or the date of posting (for a post).
TITLE *What is the source called?*	• This is the full title in the words and spelling of the source. • If your source is part of a larger work (e.g., article from a journal; chapter from a book), you need to include both titles.
PUBLISHER INFORMATION *Who made the source available in the form I used?*	• This identifies the publisher of the version you used and their location (city). You need to include this for print books and physical or broadcast media. You don't need it for journals and newspapers or online sources. • The information can usually be found with the copyright information.
DOI *Is there a Digital Object Identifier?*	• The DOI acts as a permanent link to an item. Not all material will have a DOI, but you need to include it if one has been assigned. • If you provide a DOI, you don't need to give a URL or retrieval date. • If a DOI has been assigned, you should find it with the copyright information, or with other details on database or catalogue lists.
ACCESS DATE and URL *What is the address of the source online, and when did I access it there?*	• This is included for sources accessed online. It tells your reader the location of the source on the Internet and the date you accessed it. It is only included if the source has no DOI. • Provide the URL that leads most directly and reliably to the source. Give the homepage URL if the item can be searched for easily from there *or* if a login is required *or* if the URL is unstable. Otherwise give the full URL. • Include the access date only if the content of the source is likely to be edited or updated, or if it has no publication date.

Below are instructions for formatting the different parts of a bibliography entry.

When you are ready to create your entries, read the instructions and copy the punctuation used in the examples. Note that every part needs a full stop at the end, and there is a space after each punctuation mark.

AUTHOR + **TITLE** + **PUBLISHER INFORMATION** + **YEAR** OR **DOI** OR **ACCESS DATE and URL**

Author (Chicago note)

1 AUTHOR

> Winton, Tim. *Dirt Music.* Sydney: Picador, 2001.

- Give the author's surname plus the given name/s or initials as shown on the source.

2 OR MORE AUTHORS

> Hall, Jane. L., and Brian. T. Ashton. *A Spoonful of Valour* …
>
> Guong, Gina, Terry L. Ferris, and Erin Henderson. *Rainfall* …

- Name all authors. Give first author with surname first; other authors with given name first.
- Separate by commas, join last author by 'and'.

GROUP AUTHOR (ORGANISATION OR GOVERNMENT)

> Australian Institute of Health and Welfare. *Rural Health* …
>
> Victoria. Department of Treasury and Finance. *Output Specification* …

- Give full name of group.

Title (Chicago note)

BASIC

> Harris, Miles. *The Mighty Yarra: Rivers of Victoria.* …
>
> Gerd, Nora. B. "Method in Action." *Journal of Health* …

- Give the title in italics in the wording and spelling shown on the source.
- Separate title and subtitle by a colon.
- Give initial capitals to the first, last and principal words of the title and the subtitle.
- Give both titles if source is part of a larger work. Enclose parts of works in quotation marks.

NO TITLE

> Jensen, Paul. R. Wartime Navy Reminiscences. Brisbane: ….

- Give a brief descriptive title in your own words. No italics or quotation marks.

Publisher information (Chicago note)

Gourley, Dianne. *Action Man*. Chicago: Bellinger, 2002.

Australia. Department of Health and Ageing. "Aged Care." YourHealth. Dept. of Health and Ageing, 2009. Accessed December 27, 2009. http://www.yourhealth.gov.au/

- Give city and name of publisher. Add state (initials) or country if extra identification needed.
- Separate city and state/country by a comma and publisher by a colon.
- If there is more than one city named on the source, give the first-named city.
- If a source is published only online, give name of publisher/sponsor after website.

Year (Chicago note)

BASIC

Winton, Tim. *Dirt Music*. Sydney: Picador, 2001.

Normoyle, C. "Nurses' Wellbeing." *Australian Nursing Journal* 20, no. 10 (2013): 30–33

Greendale, Nilma. "Road Toll Rising." *Age* (Melbourne), May 4, 2006, p. 13.

- Add year after publisher details for books, or in round brackets after issue details for journals.
- Add month and day for sources with specific publication dates.

NO YEAR/DATE

Gardiner, Ian T. *Life in Rural Australia*. Adelaide: Phoenix, n.d.

- Use 'n.d.' (stands for 'no date') if no year/date can be found on the source.

DOI (Chicago note)

http://dx.doi.org/10.1086/529076

doi:10.1037/0004-066X.60.6.561

- Use a DOI when one has been assigned, even for print material.
- Give exactly as found on the source. If using a DOI in the original format (beginning with '10'), introduce it by 'doi'. New format DOIs (beginning with 'http') don't need 'doi' added in front.

Access date and URL (Chicago note)

Australia. Department of Health and Ageing. "Aged Care." YourHealth. Dept. of Health and Ageing, 2009. Accessed December 27, 2009. http://www.yourhealth.gov.au/

- Give access date only if content is likely to change (e.g., wikis, web pages) or if no date.
- Give URL. Break URL (if needed) before a slash or punctuation mark.

How to present a Chicago-style bibliography

How to set up the list

- Begin the list on a new page at the end of your work.
- Give the list the centred heading 'Bibliography'.
- Use double line-spacing and a hanging indent (approx. 0.75 cm or 4-5 spaces).
- If a DOI or URL needs to be broken, break before a slash or a punctuation mark.

What to include

- Give an entry for every recoverable source you have cited in the text.
- Do not add entries for material you have not used, however relevant.

How to arrange the entries

- List entries alphabetically by author.
- List entries with no author by title. (Ignore 'A' or 'An' or 'The' as first words.)
- If you have more than one entry with the same author, list alphabetically by title.
- Use a long dash (or three hyphens) to stand for repeating author's name. (See Hillsdon example.)

Bibliography

Anderson, Tania D. *Panel Data: A Primer*. New York: Paragon, 1985.

Baxter, B. H. *Models of Econometric Analysis*. Sydney: Wiley, 2005.

Breen, H. P. "An Empirical Test of the Impact of Managerial Self-Interest on Corporate Capital Structure." *Journal of Finance* 43, no. 2 (1977): 271-281.

Chen, J. J. "Determinants of Capital Structure of Swedish Companies." *Journal of Business Research* 27, no. 12 (2004): 41-52.

Dorgan, Delia. *Future Funds*. Melbourne: Penguin, 1972.

Hillsdon, Maria. *Basic Econometrics*. 4th ed. Sydney: Hill, 2004.

—. *Computational Methods*. Melbourne: Lansdowne, 2004.

—. *Statistical Analysis Primer*. Melbourne: Lansdowne, 2002.

Johnson, A., and S. Hanson. "Determinants of Capital Structure: Theory vs Practice." *Scandinavian Journal of Management* 11, no. 2 (1995): 91-102.

Keen, Rex P. *Strategy, Structure and Economic Performance*. Cambridge: Harvard University Press, 2004.

Lee, Bung L. *Credit Risk and High Yield Bonds*. New York: Wiley, 1982.

Linheiro, J., and D. M. Bates. *Mixed-Effects Models*. New York: Springer, 2000.

Nguyen, Bik V. *Swedish Economic Reform*. Los Angeles: Griffin Press, 1994.

Nzkan, Aga. "Determinants of Capital Structure and Adjustments to Long Term Target." *Journal of Business Finance and Accounting* 28 *(2001)*: 175-198.

Oakes, J. D., W. T. Woo, S. Fischer, and G. Hughes. "Structural Factors in Economic Reforms in Sweden." *Economic Policy* 9, no. 18 (1994): 101-145.

Examples of Chicago bibliography entries

Look for your source in the table below, then find the numbered example on the following pages where examples are grouped according to type. Each grouping of examples has a template and explanatory notes.

Examples for online material are included in the groups, not presented as a separate list. To help you, the numbers of the online examples have been formatted in bold in the table below.

If you don't know where to start, look under the material type and if there is a relevant online example, it will be included in that grouping. If your source is in print and the example is for online (or vice versa) you can still use the example, just modify it for the version you accessed.

If you aren't clear how to format the individual parts of the entry, return to the beginning of this section for instructions on formatting author, title, and so on.

If you can't find an example in this table or on the following pages that matches your source, look for one in a similar category and customise to fit your particular material.

TYPE OF SOURCE	EXAMPLE NO.	TYPE OF SOURCE	EXAMPLE NO.
Audiobook (CD, audio file)	7, **8**	Online discussion	**35, 36, 37, 38**
Blog post	**38**	PDF posted on website	**71**
Book, print basic	1	Personal communication	39
Book, different edition	2	Podcast	**40**
Book, edited collection	3	PowerPoint slideshow	**22**
Book, edited collection chapter	4	Radio broadcast	54
Book, multi-volume	2	Report	41, **42**
Book, online/e-book	**5, 6**	Review	43, **44**
Brochure	**10**	Secondary source	75
Conference material, presented	11	Software, App	**45, 46**
Conference material, published	**12**, 13	Speech, Performance, live	47, 48
E-book	**5, 6**	Speech, Performance, recorded	49, 50, **51, 52**
Email, Letter	39	Television current affairs broadcast	53
Encyclopedia entry	14, **15, 16**	Television series episode	55, **56**, 57, 58
Exhibition catalogue	9	Thesis	59, **60**
Facebook post	**37**	Tweet	**36**
Film	63	Video file, post	**23, 51, 61, 62**
Interview transcript	**17**	Video, Film, DVD, studio production	63, 64, 65, **66**
Journal article	18, **19, 20, 21**	Video game	67
Lecture or class material	**22, 23**, 24	Visual artwork, original	68
Map, chart, diagram	**25**, 26	Visual artwork, reproduction	69, **70**
Media release	**27**	Website document (stand-alone)	**71**
Music recording (LP, online, CD)	28, **29**, 30	Website page/post (general)	**72, 73**
Newspaper, magazine article	31, 32, **33, 34**	Website (general)	**74**

TEMPLATE	**Author. *Title*. City: Publisher, Year.**
EX **1**	**BASIC** Winton, Tim. *Dirt Music*. Sydney: Picador, 2001.
EX **2**	**DIFFERENT EDITION or MULTI-VOLUME** Goh, Lee. *African Voyages*. 2nd ed. Vol. 2. Montreal: Greyguides, 1984.
EX **3**	**EDITED COLLECTION** Mills, Alice, and Jeremy Smith, eds. *Utter Silence*: *Voicing the Unspeakable*. New York: Peter Lang, 2001.
EX **4**	**CHAPTER FROM EDITED COLLECTION**

<div align="center">

Chapter author   Chapter title   Book title
↓   ↓   ↓

</div>

Brown, Janet. "Silence, Taboo and Infectious Disease." In *Utter Silence*: *Voicing the Unspeakable*, edited by Alice Mills and Jeremy Smith, pp. 83–91. New York: Peter Lang, 2001.

<div align="center">

↑   ↑
Book editor/s (Given name then surname)   Chapter page range

</div>

NOTES

• BASIC: Give author, title (italics), city and name of publisher, and year.

• DIFFERENT EDITION: Add edition description after title. Edition information is only given for editions other than the first edition. If no edition statement is shown, assume it's the first (and no statement is needed).

• MULTI-VOLUME: Add volume number/s after title. Give all volumes (e.g., '3 vols.') if you are citing a whole work; or the volume number if citing an individual volume (e.g., 'Vol. 2').

• EDITED COLLECTION: Give editor/s in author position followed by 'ed.' or 'eds.'.

• CHAPTER FROM EDITED COLLECTION: Give chapter author and title (in quotation marks). Give book title (italics), and editor/s name/s (given name, surname) preceded by 'edited by', and chapter page range).

TEMPLATE	**Author. *Title*. City: Publisher, Year. Website Name. DOI/URL.**
EX **5**	**LIBRARY E-BOOK** Hampden-Turner, Charles, and Fons Trompenaars. *Building Cross-Cultural Competence: How to Create Wealth from Conflicting Values*. New Haven: Yale University Press, 2000. Available from http://search.ebscohost.com/.
EX **6**	**ACCESSED VIA E-READER** Fitzgerald, F. Scott. *The Great Gatsby*. New York: Simon and Schuster, 2003. Kindle edition.

NOTES

• Treat as for a print book, including publisher information.

• Give DOI if one has been assigned; otherwise give URL. Access date is not required.

• Add file type (e.g., Kindle) if downloaded and accessed offline.

Book, audio recording

TEMPLATE	**Author. *Title*. Read by Reader Name. City: Publisher, Year. Form. DOI/URL (if online).**
EX 7	**CD** FitzSimons, Peter. *Kokoda*. Read by Lewis FitzGerald. Sydney: ABC Audio, 2013. CD.
EX 8	**ONLINE** Dickens, Charles. *Oliver Twist*. Read by Peter Batchelor. New York: Random House, 2013. Audible. MP3 file. http://www.audible.com.

NOTES

- Give author, title (italics), and reader's name preceded by 'Read by'.
- Give name of recording label/publisher.
- If accessed online, add name of website, file type and URL. Access date is not required.

Brochure, pamphlet or catalogue

TEMPLATE	**Author. *Title*. City: Publisher, Year. Website Name. DOI/URL (if online).**
EX 9	**EXHIBITION CATALOGUE (PRINT)** Taylor, Elena. *Australian Impressionists in France*. Melbourne: National Gallery of Victoria, 2013. Exhibition catalogue.
EX 10	**BROCHURE (ONLINE)** Parks Victoria. *Fire Ecology in the Grampians*. Melbourne: Author, 2004. Brambuk National Park and Cultural Centre. http://www.brambuk.com.au/assets/pdf/GrampiansNationalParkFireEcology.pdf.

NOTES

- Give publication year or date as shown on document. Give title in italics.
- If publisher is also the author, use 'Author' to stand for author's name.
- ONLINE: Add DOI if one is assigned; otherwise give URL. Access date is not required.

Conference paper presented (unpublished)

TEMPLATE	**Presenter. "Title of Paper." Paper presented at Name of Meeting, Location, Month Day, Year.**
EX 11	Wenzel, Barry Q. "Films of Fellini." Paper presented at the Annual Meeting of the Society for Cinema Studies, Ballarat, Australia, June 4, 1998.

NOTES

- Give presenter's name, title (quotation marks), followed by name of meeting, location and date.

TEMPLATE	**Author. "Title of Paper." In *Proceedings of Name of Conference*, edited by Editor, pp. #-#. City: Publisher, Year. DOI/URL (if online).**
EX 12	**PAPER IN PROCEEDINGS** Carbone, Angela, Ian Mitchell, Dick Gunstone, and John Hurst. "Designing Programming Tasks to Elicit Self-Management Metacognitive Behaviour." In *Proceedings of the International Conference on Computers in Education,* edited by B. Werner, pp. 533-34. doi: 10.1109/CIE.2002.1185998.
EX 13	**WHOLE PROCEEDINGS.** Murphy, C. "Job Design and Leadership." In *Proceedings of the 12th Annual Conference of the International Employment Relations Association*, edited by Gordon Stewart and Paul Hyland, pp. 1–13. Rockhampton: CQU, 2004.

NOTES

- Treat like a book chapter from an edited collection.
- Give author/s of paper, title of paper (in quotation marks), title and editor of proceedings, page range and publisher information.
- If accessed online, give DOI or URL. (DOI takes the place of any publisher information.)
- If using the whole proceedings as a source, treat like a book, edited collection.

TEMPLATE	**Author. "Title of Entry." *Title of Work*. City: Publisher, Year. Publication medium. DOI/URL (if online).**
EX 14	**PRINT** Reed, D. L. "Black Holes." In *The Encyclopedia of Science*, pp. 501–08. 3rd ed. Vol. 4. New York: Academic Resources, 2003.
EX 15	**E-BOOK** McColl, Graham. "Abba." In *Encyclopedia of Music in the 20th Century*, edited by Lee Stacy and Lol Henderson. London: Routledge, 2014. Kindle edition.
EX 16	**ONLINE** "Watergate Scandal." *Encyclopedia Britannica Online*. 2012. Accessed December 11, 2013. http://www.britannica.com/.

NOTES

** Ask your teacher or lecturer for guidelines on using *Wikipedia* as a reference source.

- Treat like a chapter from a book. (If using the whole work, treat like a book.)
- Give author of entry if one is named, otherwise begin with title.
- Give title of entry (in quotation marks) and title of whole work (italics).
- Add page, edition and volume numbers (if applicable) after title for print (and print versions online).
- Place and publisher are not needed for widely used reference works; just give year.
- ONLINE: Add DOI or URL of home page. Give access date if content is likely to change.

Interview

TEMPLATE	**Interviewee. "Title." By Interviewer. Month Day, Year. Title of project or collection. Publisher, Date. DOI/URL (if online).**
EX 17	**ONLINE (TRANSCRIPT)** Armstrong, Neil A. "An Interview with Neil Armstrong." By S. E. Ambrose. September 19, 2001. Transcript. Johnson Space Center Oral History Project. NASA, 2001. http://www.nasa.gov/pdf/62281main_armstrong_oralhistory.pdf/.

NOTES

- Interviews can be used as references if recoverable by your reader (e.g., transcripts or audio/video files/recordings). Treat private or informal interviews as personal communications (Ex. #).
- Give the interviewee's name at the beginning of the entry. Give the title, if there is one, in quotation marks followed by the interviewer's name. If no title, use the statement 'Interview by' and the interviewer's name. Format the rest of the entry according to the category of material accessed.

Journal article

TEMPLATE	**Author. "Title of Article." *Journal Name* #, no. # (Year): ##–##. DOI or URL (if online).**
EX 18	**PRINT** Author / Article / Journal Name / Volume / Issue / Year / Pages Normoyle, C. "Nurses' Wellbeing." *Australian Nursing Journal* 20, no.10 (2013): 30–33.
EX 19	**PRINT/ONLINE WITH DOI** Krueger, W. S., and G. C. Gray. "Swine Influenza Virus Infections in Man." *Current Topics in Microbiology and Immunology 370* (2013): 201-25. doi: 10.1007/82_2012_268.
EX 20	**ONLINE** Moran, Wendy. "Enhancing Understanding of Teaching and the Profession Through School Innovation Rounds." *Australian Journal of Teacher Education* 39, no. 3 (2014).
EX 21	**ABSTRACT** Abstract Davinder Parsad, Sunil Dogra, and Amrinder Jit Kanwar. Abstract. "Quality of Life in Patients with Vitiligo." *Health and Quality of Life Outcomes* 1, no. 58 (2003): 58. Retrieved from http://www.ncbi.nlm.nih.gov/pubmed/.

NOTES

- Give author and title of article (quotation marks). For items, add 'Abstract', 'Letter to the editor' or 'Review of …' (name the work being reviewed)' after author.
- Give journal name (italics) followed by volume number, then issue number preceded by 'no.' (number).
- Give year of publication in round brackets, a colon and page range of article.
- Give DOI for print or online article if it is assigned.
- ONLINE: If no DOI, give URL of home page.

TEMPLATE	**Author. "Title." Website Name, Month Day, Year. Access date (if online). DOI/URL.**
EX 22	**ONLINE DOCUMENT/FILE** Barrett, Keith. "Cell Structure." Barrett Education, June 19, 2010. PowerPoint slides. http://www.barrett.edu/openaccess/courses/lectureNotes.
EX 23	**ONLINE LECTURE** Lucas, Jennifer. "Drought Tolerant Plants: Introductory Lecture." YouTube, September 4, 2012. Video file. http://www.youtube.com/watch?v=-v6GNvGWIL5.
EX 24	**PRINT HANDOUT** Huang, Lee "The Cost of Retribution." Lecture material, Ethics 123, Central University, Townsville. March 5, 2012.

NOTES

** Check with your teacher or lecturer before including lecture/class material in the Bibliography.

• LIVE CLASSES, LECTURES AND PRESENTATIONS*:* These are not recoverable so are not included in the reference list. Treat as personal communications:

… in a lecture on chaos theory (M. Green, May 1, 2009) …

• ONLINE LECTURES AND PRESENTATIONS*:* These are recoverable so they can be included in the reference list if permitted by your teacher or lecturer. Treat according to publication type (e.g., video post, podcast, stand-alone document, etc.).

• PRINT CLASS MATERIAL, HANDOUTS (Ex. #): These are not recoverable if they are available only to participating students. If permitted for use as a source, treat as for Ex. # above.

TEMPLATE	**"Title." Website Name/Publisher, Year. Form. DOI/URL.**
EX 25	**ONLINE** "City of Casey: Local Council Boundaries." Victorian Electoral Commission, 2012. Map. https://www.vec.vic.gov.auimages/profile/CaseySummary.gif.
EX 26	**PRINT** Timms, P. E. *Colonial Settlement in Tasmania*. Hobart: Tiger Press, 2006.

NOTES

• ONLINE: Give the title of the item in quotation marks. (If no title or caption, give a short description without quotation marks.) Give the website name/publisher and publication date, a description of its form (e.g., Map, Chart), followed by the URL.

• PRINT: Give an entry for the print source containing the item, not the item itself. Add the identifying number to the note citation: (Timms, Colonial Settlement, Fig. 2).

Media release

TEMPLATE	**Author. *Title*. Description. Publisher, Month Day, Year. DOI/URL (if online).**
EX 27	**ONLINE** Qantas. *Response to Industrial Action*. Media release. Qantas, October 29, 2011. http://www.qantas.com.au/travel/airlines/media-releases/oct-2011/5218/.

Music recording

TEMPLATE	**Performer. "Title of Song." By A. Writer (if different from performer). *Title of Album*. City, State/Country: Label, Year. Form.**
EX 28	**SINGLE TRACK (LP)** Sinatra, Frank. "Autumn in New York." By Vernon Duke. *Come Fly With Me*. Los Angeles, CA: Capitol, 1958. LP.
EX 29	**SINGLE TRACK (ONLINE)** Sebastian, Guy. "Big Bad World." *Armageddon*. Sydney: Sony Music Australia, 2012. Apple iTunes. MP3 file. http://store.apple.com/au.
EX 30	**ALBUM (CD)** Perry, Katy. *Prism*. Los Angeles, CA: Capitol, 2013. CD.

NOTES

- SINGLE TRACK/SONG: Give name of performer and title of song (in quotation marks). Give name of songwriter if different from performer. Give album title (italics), and place and name of recording label and year. Add form (e.g., LP, CD, Web, etc.).
- WHOLE ALBUM (Ex. #): Give name of performer, album title (italics), label and year, and form.
- ONLINE: Give website name, file type and URL. Access date is not needed.

Newspaper, magazine article

TEMPLATE	**Author. "Article Title." *Newspaper/Magazine Name* (City if not in name), Month Day, Year, p. #. DOI/URL (if online).**
EX 31	**BASIC** Hunt, Jim. "Assassin Kills Kennedy." *Chicago Tribune*, November 22, 1963, p. 1.
EX 32	**SEPARATE SECTION** Rousseau, Nina. "Arrival of the Spice Setters." *Age* (Melbourne), June 3, 2008, Epicure sec., p. 4.
EX 33	**ONLINE REPLICA OF PRINT EDITION** Craig, Brian. "Australia and the World Shares Mrs Holt's Sorrow." *Australian Women's Weekly*, January 10, 1968, p. 2–3. http://trove.nla.gov.au/ndp/.
EX 34	**ONLINE EDITION** Rosen, Len. "Occupy Starbucks." Letter. *New York Times*, January 22, 2014. Accessed January 23, 2014. http://www.nytimes.com/2014/01/23/opinion/.

NOTES

- Give author, or start with title if no author.

- Give title in quotation marks. Add description for cartoons, reviews, letters, etc. (no quotation marks) separately after title, or give alone if no title.

- Give newspaper/magazine name (italics). Omit 'The' from beginning of name. If city is not in name, add this in round brackets, no italics. If separate section, add name (no italics) after title (Ex. #).

- Give date of publication followed by page numbers.

- ONLINE: Treat as for print article and add DOI or URL. If article is a digital replica of print edition, include page numbers (Ex. #). Add access date if article is posted on news outlet's page, which will be updated (rather than print version, which is fixed).

Online discussion, social media   **Chicago note**

TEMPLATE	**Author. "Title." Form. Site/Blog Name, Month Day, Year of post. URL.**
EX **35**	**ONLINE COMMENT** GeekBoy. "Re: Who's messing with Twitter search?" Online forum comment. Techcrunch, October 9, 2008. http://www.techcrunch.com/2008/10/09.
EX **36**	**TWEET** West, Kanye. (kanyewest). "Thank you, Mandela, for your life's work and may it serve as a guiding light to illuminate our future." Tweet. Twitter, December 9, 2013. https://twitter.com/kanyewest/status/410097143261589504.
EX **37**	**FACEBOOK POST** Coles Supermarkets. "Good News: In another national supermarket first, we're pleased to announce 100% of our Coles Brand fresh chicken is now RSPCA Approved." Facebook post. Facebook, January 2, 2014. https://www.facebook.com/coles/posts/ 639616386102380?stream_ref=10/.
EX **38**	**BLOG POST** Daly, Michael. "Pennsylvania student proves you could buy ingredients for a WMD on Amazon." Blog post. *The Daily Beast*, January 28, 2014. http://www.thedailybeast.com/articles/2014/01/28/pennsylvania-student-proves-you-could-buy-ingredients-for-a-wmd-on-amazon.html.

NOTES

This category covers posts and comments that are recoverable (i.e., open access). Posts that are protected by privacy settings should be treated as personal communications (see Ex 39).

- Give real name. Add screen name (if one) in round brackets, or give alone if real name unknown.

- Give post/comment/tweet as the title (in quotation marks). Add form (e.g., Tweet; Facebook post; Photograph, etc.). (Use 'Twitter page' or 'Facebook page' if using someone's entire feed/timeline.)

- Give name of website/blog (use italics for blog names). Give date of post/comment/tweet.

- Give URL of item. Access date is not necessary for items with a specific associated date (e.g., individual tweets, posts, etc.), but is necessary for whole feeds/pages.

TEMPLATE	**NOTE CITATION ONLY. NO BIBLIOGRAPHY ENTRY REQUIRED.**
EX **39**	1. Elizabeth Jensen, email message to author, June 7, 2008.

NOTES

Personal communications are not recoverable, so they are not included in the bibliography but may be referred to in the notes. Identify the communicator (seek approval) and date. The following sources are considered personal communications:

- Live lectures, presentations, performances, speeches, etc.

- Private communications, such as letters, emails, conversations, personal interviews, or posts and comments on social media or other sites protected by privacy settings.

- Class or lecture notes taken by yourself or other students, and material accessible only to students of the unit course or institution.

TEMPLATE	**"Episode Title." Principal contributor. *Title of Whole Podcast*. Form. Publisher, Month Day, Year. File type. DOI/URL.**
EX **40**	"Casualties in the Supermarket War." Pres. Hagar Cohen. *Background Briefing*. Audio podcast. ABC Radio National, 29 Dec. 2013. MP3 file. http://www.abc.net.au/rn /programs/backgroundbriefing/.

NOTES

- Give title of podcast episode (in quotation marks). Give role and name of principal contributor. Give title of podcast/program (italics) and form (no italics).

- Give publisher, date of publication, file type, and URL.

TEMPLATE	**Author. *Title.* Series number. City: Publisher, Year. DOI/URL (if online).**
EX **41**	**PRINT** Australian Institute of Health and Welfare. *Australia's Health 2004*. AIHW Cat. No. AUS 44. Canberra: AIHW, 2004.
EX **42**	**ONLINE** City of Ballarat. *Annual Report*. City of Ballarat, 2011. http://www.ballarat.vic.gov.au/media/499612/annual%20report_complete.pdf.

NOTES

- Give author. Give title of report in italics. Add any series name or number (no italics) after title.

- Give publisher details or DOI or URL if accessed online. Access date is not required.

TEMPLATE	Reviewer. (Year/Date). "Title of Review." Rev. of *Work Reviewed*, role and name of Principal Contributor. *Name of Newspaper/Magazine/Website* Date of publication. DOI/URL (if online).
EX 43	**FILM REVIEW (PRINT NEWSPAPER)** Schembri, Jim. Review of *Australia*, directed by Baz Luhrmann. *Age* (Melbourne), November 10, 2008, p. 8.
EX 44	**THEATRE REVIEW (ONLINE)** Croggon, Alison. Review of *Private Lives,* by Noel Coward, Melbourne Theatre Company, Southbank Theatre, Melbourne. *Guardian Australia*, January 31, 2014. http://www.theguardian.com/culture/australia-culture-blog/.

NOTES

- Give author and date of review.
- Give title of review (quotation marks) followed by description (no italics except for title of work being reviewed), in square brackets. If review has no title, give description alone.
- Format remaining parts according to the publication type (e.g., newspaper article, online post, etc.).

Software, app   **Chicago note**

TEMPLATE	Title of Software (Version number). Form. Company, Year. Access date. DOI/URL.
EX 45	Weather Flow (Version 1.5.0). Mobile phone application. Microsoft, 2013. Accessed December 12, 2013. http://www.windowsphone.com/en-au/store/.
EX 46	Dolphin (Version 4.0.2). Computer software. Dolphin Emulator Project, 2013. Accessed January 14, 2014. https://dolphin-emu.org/.

NOTES

- Only give reference entries for specialised software with limited distribution, No reference entry is needed for standard software and programming languages.
- Give title of software followed by version number in round brackets, and description. Give name of company and year of production. If accessed online, give URL and access date.

Speech, performance, lecture, live   **Chicago note**

TEMPLATE	Performer/Speaker. *"Title of Performance."* *Title of Whole Work.* Venue, City. Month Day, Year of performance. Form.
EX 47	Andrews, Martin. "The Poems of Philip Larkin." *Poetry Live*. Federation Square, Melbourne. June 15, 2012. Reading.
EX 48	Perfect, Eddie. *Misanthropology*. The Famous Spiegeltent, Sydney. January 13, 2011. Performance.

NOTES

- Give speaker/performer at beginning of entry.
- Give title in italics if it is a stand-alone production. If part of a larger work, or if a speech or lecture, use quotation marks.
- Give name and location of venue, date of performance, and form (e.g., 'Reading', 'Address', 'Lecture', 'Performance).

TEMPLATE	**Performer. "Title."** *Title.* **Date recorded. Place: Label. Form. DOI/URL (if online).**
EX 49	**PEFORMANCE (CD)** Seinfeld, Jerry. *I'm Telling You for the Last Time: Live on Broadway.* Recorded August 9, 1998. Los Angeles: Universal, 1998. CD.
EX 50	**SPEECH RECORDING (VINYL)** Churchill, Winston. "In a Solemn Hour." *Winston Churchill: A Selection from his Famous Wartime Speeches.* Speech recorded May 19, 1940. London: Decca, 1964. LP.
EX 51	**SPEECH RECORDING (ONLINE VIDEO)** Kennedy, John F. "Ich bin ein Berliner (I am a Berliner)." Speech recorded June 26, 1963. American Rhetoric, June 17, 2009. Video file. http://www.americanrhetoric.com/speeches/jfkberliner.html.
EX 52	**SPEECH RECORDING (ONLINE AUDIO)** King, Martin Luther, Jr. "I Have a Dream." Speech recorded August 28, 1963. The King Center, 2013. MP3 file. http://www.thekingcenter.org/archive/.

NOTES

• Give speaker/performer at beginning of entry.

• Give title of whole shows/performances in italics. Give title of speeches/acts in quotation marks.

• Give date of original recording, place and name of label and year of publication.

• ONLINE: Add file type, website publisher, date of posting and URL. Access date is not needed.

Television/radio news or current affairs broadcast   **Chicago note**

TEMPLATE	*Title of Program.* **Role and Principal Contributor. Broadcast outlet, Month Day, Year of broadcast.**
EX 53	**TELEVISION BROADCAST** *A Current Affair.* Presented by Tracy Grimshaw. WINTV, November 12, 2013.
EX 54	**RADIO BROADCAST** *Sunday Profile.* Presented by Monica Attard. ABC Local Radio 774, August 18, 2009.

NOTES

• Give program title (italics) and role and name of series principal contributor/s.

• Give broadcast outlet and broadcast date.

TEMPLATE	"**Title of Episode.**" Role and Principal Contributor. In *Title of Series.* Role and Principal Contributor. Broadcast or publication details.
EX **55**	**TELEVISION BROADCAST** "Application Anxiety." Directed by Gail Mancuso. In *Gilmore Girls*. Produced by Amy Sherman-Palladino. WINTV, September 13, 2005.
EX **56**	**ONLINE VIDEO** "The Eternity Ring." Directed by Stuart Orme. In *Foyle's War.* Produced by J. Green. ABC iview. Australian Broadcasting Corporation, 2014. Video file. http://www.abc.net.au/iview/#/view/7968839.
EX **57**	**DVD (SINGLE EPISODE)** "Madrigal." Directed by Michelle MacLaren. In *Breaking Bad.* Produced by Vince Gilligan. Los Angeles, CA: Sony Pictures Home Entertainment, 2012. DVD.
EX **58**	**DVD (WHOLE SERIES)** *Breaking Bad.* Produced by Vince Gilligan. Los Angeles, CA: Sony Pictures Home Entertainment, 2008–13. DVD.

NOTES

- Give episode title (quotation marks); role and name of episode's principal contributor/s (e.g., director and/or writer); series title (italics); and role and name of series principal contributor/s.
- BROADCAST: Give broadcast outlet and broadcast date.
- ONLINE: Give website, publisher and year.
- DVD: Give name and place of studio and year of production (or year range for whole series). Add form 'DVD' at the end.

Thesis   **Chicago note**

TEMPLATE	**Author. "Title of Thesis." Description. Institution, Year.**
EX **59**	**PRINT** Reid, John Maxwell. "A Cognitive Study Of Dysfunctional Driving Behaviours." Doctoral thesis. University of Melbourne, 1998.
EX **60**	**ONLINE** Ryan, David Andrew. "Crowd Monitoring Using Computer Vision." Doctoral thesis. Queensland University of Technology, 2013. QUT ePrints. http://eprints.qut.edu.au/65652/1/.

NOTES

- PRINT: Give title in quotation marks, followed by description, then name and location of institution. Omit location if part of institution name.
- ONLINE: Add website/database name and URL. Access date is not needed.

Video post

<div align="right">Chicago note</div>

TEMPLATE	**Poster. "Title." Publisher/Site, Month Day, Year of post. Form. DOI/URL.**
EX **61**	MarinaHD2001. "Bizkit the Sleep Walking Dog." YouTube, February 10, 2009. Video file. http://www.youtube.com/watch?v=z2BgjH_CtIA.
EX **62**	National Aeronautics and Space Administration. "Robonaut Supports Telemedicine Advances." YouTube, May 18, 2013. Video file. http://youtube/9gbfL590Fgg.

NOTES

** See also Examples 23 and 51.

• Give name of poster plus screen name in round brackets, or just screen name if real unknown.

• Give title in quotation marks, the website where it was posted, and the date the clip was posted.

• Date of access is not needed.

Video, film production (studio production)

<div align="right">Chicago note</div>

TEMPLATE	*Title.* **Role by Primary Contributor. City, State/Country: Studio, Year. Form.**
EX **63**	**FILM** *Back to the Future.* Directed by Robert Zemeckis. Produced by Steven Spielberg. Los Angeles, CA: Universal Pictures, 1985. Movie.
EX **64**	**DVD/BLU-RAY RELEASE** *Man of Steel.* Directed by Zach Snyder. Los Angeles, CA: Warner Bros, 2013. Blu-Ray.
EX **65**	**DVD/BLU-RAY REISSUE** *Vertigo.* Directed by Alfred Hitchcock. 1958. Los Angeles, CA: Universal Home Entertainment, 2003. DVD.
EX **66**	**ONLINE** *Argo.* Directed by Ben Affleck. Los Angeles, CA: Warner Bros, 2012. Apple iTunes. Video file. http://store.apple.com/au.

NOTES

• FILM: Give title (italics), roles and names of primary contributors (e.g., director and/or writer), and studio and year of release.

• DVD/BLU-RAY: If re-issue of an earlier studio version, add original release year (see Ex 65).

• ONLINE: Add website name, form (e.g., Video file) and URL.

Video game

TEMPLATE	*Title*. Description. Publisher, Year. Form.
EX 67	*Doom*. Video game. id software, 1993. CD-ROM.

NOTES

- Give title (italics) followed by description (no italics).
- Give name of company and year of release. Add form.
- ONLINE: Add website name and URL.

Visual artwork

TEMPLATE	**NOTE CITATION ONLY. NO BIBLIOGRAPHY ENTRY REQUIRED.**
EX 68	**ORIGINAL** 1. John Brack, *The Fish Shop,* 1955, Heide Museum of Modern Art, Melbourne.
EX 69	**PRINT REPRODUCTION** 1. John Brack, *The Fish Shop,* 1955, Heide Museum of Modern Art, Melbourne. Reproduced in Howard Bryant, ed., *Australian Artists*. Melbourne: Larwitt, 1993, p. 46.
EX 70	**ONLINE REPRODUCTION** 1. John Brack, *The Fish Shop,* 1955, Heide Museum of Modern Art, Melbourne, Reproduced on NGV website, http://www.ngv/collections/johnbrack.

NOTES

- Give just a note citation (no bibliography entry) for artworks. Include as many details as possible in the sentence and add only remaining details to the note. (The examples above give all details in the note as explanation only).
- ORIGINAL: Give artist, title (italics), year, medium, and name and city of gallery.
- PRINT REPRODUCTION: Add print source (including page/plate number) to details of original.
- ONLINE REPRODUCTION: Add website name to details of original.

Website document (PDF)

TEMPLATE	Author. *Title.* Retrieval date. Website Name. DOI/URL.
EX 71	Parks Victoria. "*Fire Ecology in the Grampians.*" Accessed July 14, 2004. http://www.brambuk.com.au /assets/pdf/GrampiansNationalParkFireEcology.pdf.

NOTES

- Give the author, title (italics) and retrieval details of document.
- Some content may have a date at which it was last updated. In this instance use the format: Last modified July 14, 2004.

Website post, page (general treatment)   Chicago note

TEMPLATE	**Author. "Title of Post or Page." Descriptive label if needed. Website Name. Publisher/Sponsor of website, publication date. Access date. URL.**
EX 72	Australia. Department of Health and Ageing. "Aged Care." YourHealth. Dept. of Health and Ageing, 2009. Accessed December 27, 2009. http://www.yourhealth.gov.au/.
EX 73	Fry, Stephen. "An Open Letter to David Cameron and the IOC." The New Adventures of Mr Stephen Fry. Stephen Fry, August 7, 2013. http://www.stephenfry.com/.

NOTES

- Give the name of the person or group who created the post or page, and the title of the page/post in quotation marks. If there is no title, give a short descriptive phrase (no quotation marks).
- Give the name of the website, the publisher/sponsor of the site, and the year or specific date of the post or page (as displayed on the individual post or page).
- Access date is not needed if the post/page has a specific date.

Website   Chicago note

TEMPLATE	**NO BIBLIOGRAPHY ENTRY REQUIRED.**
EX 74	The video-sharing website YouTube …

NOTES

- When making a general reference to a website (i.e., not a specific document, page or post on the site), give the website name in your writing (or in a note if you want to add extra detail); no bibliography entry is needed.

Secondary source   Chicago note

EX 75	**IN YOUR WRITING** Hilferty describes the nature of teacher professionalism as "an evolving idea that responds to political, social & historical contexts"[1]. **NOTE CITATION (BOTH SOURCES IN SINGLE NOTE)** 1. Hilferty, "Teacher Professionalism," quoted in Meldrum and Peters, *Learning to Teach*, p. 109. **BIBLIOGRAPHY ENTRIES (AN ENTRY FOR EACH SOURCE)** Hilferty, Fiona. "Teacher Professionalism and Cultural Diversity: Skills, Knowledge and Values for a Changing Australia." *Australian Educational Researcher* 35, no. 3 (2008): 53–70. Meldrum, Kathryn, and Jacqui Peters*. Learning to Teach Health and Physical Education: The Student, the Teacher and the Curriculum.* Sydney: Pearson Australia, 2012.

NOTES

- When using a source you found in another source, refer to the original in your writing and give a single note citation naming both sources. Use 'cited in' or 'quoted in' (as relevant) in front of the secondary source.
- Give an individual entry for each source in the bibliography.

General FAQs

What should I call the list of sources at the end of my piece of work?

Different styles use different names for this list. In APA style, it is called 'References', in MLA style it is called 'Works Cited', and in Chicago note style it is a 'Bibliography'. Use the name that is correct for the style you are using.

Instructions on how to present this list can be found in the section for your style earlier in this guide.

Should I include entries for sources that I didn't use but think are relevant?

No, only include entries for sources that you have used unless you are instructed otherwise.

Do I number my list of entries or group them into categories?

No, arrange them in a single alphabetical sequence by author regardless of type of material.

The title on my source has odd wording and spelling. Should I correct it in my entry?

No, write the title as it appears **exactly** on the source.

Author's given name and surname—which is which?

We have used the terms 'given name' (also known as 'first name') and 'surname' (also known as 'family name') in this guide when referring to the parts of an author's name.

You need to be able to tell the difference between the parts when creating your in text citations and reference entries. However, they are not always shown in the same order on the source, which can be confusing.

A simple way of telling which is which is to 'look for the comma'.

- If there is a comma between the parts, the part appearing first is the surname.

> Gilbert, Brian
> Li, Ming

- If there is no comma between the parts, the part appearing first is the given name.

> Brian Gilbert
> Ming Li

What if my source has no author?

Some sources do not list an author. If this is the case, move the title to the author position. Do not write 'Anonymous' (unless this is shown on the source). Then, when you are organising your list of entries, alphabetise the title in the same sequence as the author surnames. (Ignore any 'A', 'An', or 'The' at the beginning of a title when alphabetising—move to the next word.)

What if I found my source in another source?

You may have found—and want to use—information, ideas or words in one source that originally came from another source; for example, past research findings in a journal article; or newspaper interview extracts included in a book. In academic writing, the original work (in this case the research report or newspaper interview) is known as the 'primary' source and the place where it is discussed, analysed or interpreted (in this case the article or book) is the 'secondary' source.

When you use material found in this way, it is important to acknowledge the source that you accessed directly, as well as mentioning the original source. Different styles have different approaches when referencing secondary sources. An example of how to treat secondary sources according to the three different styles covered in this guide can be found at the end of the examples section for each style.

When do I need to give page numbers?

You need to give page numbers in the reference/bibliography/works cited entry when your source is contained in a larger work, such as an **article in a journal**, or a **chapter in a book**. You should then give the beginning and end page numbers of the part.

You need to add page numbers to the in text or note citation when you are **quoting from** or **referring to** a specific part of the work.

Specific instructions are included in each style section earlier in this guide.

So I need to give the source when using quotations?

Yes, you must always acknowledge the source of any quotations you use. This includes adding the specific page number or numbers to your in text or note citation.

Remember, if you are including quotations in your writing, you need to preserve the exact spelling, punctuation and paragraphing of the original.

It is also important to understand that quotations should be used to support your argument, not construct it—so don't over-use. Only use the exact words of another source when it adds to or highlights your own idea or interpretation. **Don't use quotes to make the point for you.**

What if I put the author's words into my own words?

Using your own words to express someone else's words or ideas is called paraphrasing. Even if you change the words, you still need to acknowledge the source, although you don't need to use quotation marks.

In most cases, it is better to paraphrase than to quote directly. Aside from not relying on someone else's words, it is also a useful way to test for yourself that you have read and understood what the author is saying.

How do I give page numbers for online sources?

If your online source does not display any page numbers, use one of the following methods to specify the location.

- Give the closest heading (shortened to a few words) and the paragraph number.
- If no headings, give paragraph number/s alone (as provided, or counted by you).
- Location numbers as provided in some e-reader files can be given, but these sometimes change according to the device used so they are not always useful. Check before using if these will be helpful to your reader.

My friend did the same assignment last semester. Can't I just use the list they used?

No, the reference list/bibliography/works cited list is meant to be a list of the sources **you** used to produce **your** piece of writing.

I forgot to note down all the information I need. Does it matter if I leave out those bits?

No, your entries need to be complete as possible. Try to track down the information through the Library catalogue, online database or website.

I can't find an example that fits my source. Is it OK to just leave it out?

No, you need to include an entry for all the sources you have used. Look through the list of examples for a similar source category and use that template to customise to your source.

If you can't find a similar template, give as many details as you think your reader would need to retrieve the source and present them in an order that is consistent with the style you are using.